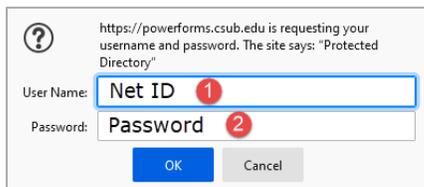


## CHANGE OF GRADE FORM

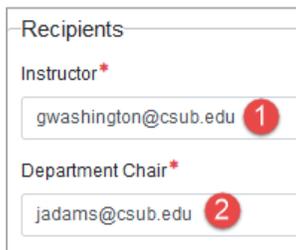
The Change of Grade form uses Adobe Sign to allow the instructor and department chair to sign the form electronically. You must initiate the form process before you can complete and sign the Change of Grade form. These instructions cover initiating the form, completing and signing the form, and declining to sign the form.

### INITIATING THE FORM

1. To begin, click the Change of Grade form link: [Change of Grade Form](#)
2. When the authentication screen opens,



- a. In the User Name, enter your Net ID
  - b. In the Password, enter your Password
  - c. Click OK
3. The Registrar – Change of Grade screen appears. In the Recipients section



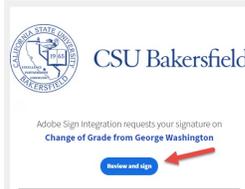
- a. For the Instructor, enter the instructor's email address
  - b. For the Department Chair, enter the department chair's email address
4. In the Fields section



- a. For the Instructor Name, enter the name of the instructor
5. Click **Submit**  
*After clicking Submit, Adobe Sign will send an email to the instructor you specified with a button/link to the Change of Grade form in Adobe Sign.*

## COMPLETING AND SIGNING THE FORM

1. To complete and sign the form, locate the desired email
2. From your email, click **Review and Sign**



3. Your default browser will open with the Change of Grade Form
4. To complete the form, enter the student's name

Student Name:

5. Enter the student's CSUB ID

CSUB ID:

6. Enter the department subject e.g. Math

*(Department Subject e.g. Math)*

7. Enter the course number e.g. 2510

*(Course Number e.g. 2510)*

8. Enter the class number e.g. 31932

*(Class Number e.g. 31932)*

9. Enter the section number

*(Section Number)*

10. For the Course Enrollment Term

- a. Click the down arrow to select the desired term

Course Enrollment Term:   
*(Select...)*  
Fall  
Winter  
Spring  
Summer

- b. Enter the term year

11. Enter title of course

*(Title of Course)*

12. Enter the number of course units

5
(Course Units)

13. Check the reason for the grade change or grade input

Check the appropriate reason for grade change or grade input:

<input type="radio"/> Instructor/Administrative Error	<input checked="" type="radio"/> Late work turned in	<input type="radio"/> RD Grade Change
<input type="radio"/> Incomplete ('I') Grade Change	<input type="radio"/> Retroactive Course Add	<input type="radio"/> Other

14. Enter comments

**Comment:** Late work turned in.

15. Enter the change grade from

**Change Grade From:** D

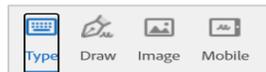
16. Enter the change grade to

**Change Grade To:** C

17. For the Instructor Signature, click to sign

**Instructor Signature:** \* Click here to sign  
(Required)

a. Select one of the four ways to sign



b. Enter your signature

18. At the bottom of the screen, click the button, 

*The form will route automatically to the next individual. After all signatures are collected, the form will be sent to the Registrar's Office.*

## DECLINING TO SIGN THE FORM

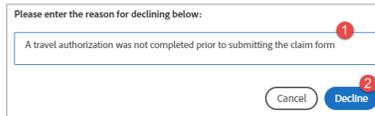
If needed, you can decline to sign the Change of Grade form.

1. To deny or decline the request, click the Options button  or drop down 
2. From the menu, click **Decline to sign**



Read agreement  
Delegate signing to another  
Decline to sign

3. In the box,
  - Enter your reason for declining
  - Click **Decline**



Please enter the reason for declining below:

A travel authorization was not completed prior to submitting the claim form

Cancel Decline

4. The requestor will receive an email stating that the request was denied and your reason for denying the request.