e-Learning Completing the Change of Grade Form

Official Change of Grade Form

➢ Here is the link to the official Change of Grade Form for you to use.

➢ *Microsoft Word and handwritten or signed documents can no longer be accepted.*

Steps to Complete the Form

1. Open the Change of Grade Fillable PDF Form

2. Complete all of the information in the blue shaded boxes up to the signature section.

3. On the top right corner select the "Download Icon" and select "With your changes"

4. You might need to save the file, but this will download the file to your computer.

5. Open the downloaded file (*but not from the download bar at the bottom of your web browser).* Open the file from your downloads folder (or other alternate location you may have saved it to) on your computer. This will open the file in adobe and not your web browser.
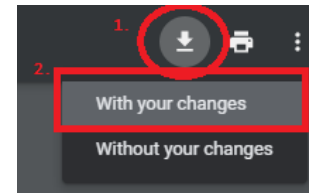
    a. If you have a Windows computer open the folder icon > navigate to downloads > then open the file. This will open the file in Adobe.

6. Once opened in Adobe, there are two ways to electronically sign and date. The availability of the two options will depend on the version of Adobe you have.

Electronically Signing the Form

Option 1 (required Acrobat Sign): In Adobe, click the blue box that says "Signature of Instructor." This will allow you to digitally sign the document using your *Digital ID.* If you do not have a Digital ID, you can create one and save it for future use. Save the file.

> Depending on how you opened the file, you may need to select the "E-Sign" drop down from the top left menu then select "Fill & Sign Yourself" in the drop-down menu to active the Digital ID signature option.

Option 2: In Adobe, in the top toolbar, select the Pen with a scribble icon (pictured right) which will allow you to sign the document by typing or drawing your signature. Save the file.

Submitting the Completed Form

Once the form has been completed, electronically signed and dated, please email the form as an attachment to elearningadmin@ocean.edu for processing. *You do not need to copy any other e-Learning staff.* Once received, the Academic Administrator will acquire the required signatures and forward to the Registrar's Office to make the official change. Processing will take approximately 1 week to complete. Once processed, you will receive an email from the Academic Administrator that it has been finalized. Student's can view their most updated grades in Ocean Connect.

Questions? Please email elearningadmin@ocean.edu with questions about the Change of Grade Form.