SJSU SAN JOSÉ STATE UNIVERSITY

Department Admins/Analysts are the ones to initiate/create change of grade forms for their faculty. Department Admins/Analysts can reach out to their Department Chair or Associate Dean to request access to the change of grade template.

This guide will show you how to submit a change of grade form for students. Information you will need to initiate and complete the form:

- Instructor Name & Email
- Department Admin/Analyst Name & Email (if applicable)
- Department Chair Name & Email only for grade changes (not removal of I, RP, RD grade)
- College Associate Dean Name & Email **only** for grade changes after the drop deadline of the following semester (not removal of I, RP, RD grade)
- Student Name and SJSU ID
- Course information and grade

DocuSign eSignature Home Manage Templates Reports					
	Change of Grade Form (Registrar Template) ① Template ID Change of Grade Form (Manually enter signers) version: Change_of_Grade_DSv122021.pdf USE EDIT MOVE SHARED (5) MORE T				
	Recipients	E SIGNING ORDER			
	1 Linstructor:	Needs to Sign			
	2 Department Admin / Analyst:	Needs to Sign			
	3 Pepartment Chair "Must sign for Grade Change. Delete if not.:	Needs to Sign			
	4 College Associate Dean *Must sign if Grade Change AFTER Deadline following semester. Delete if not.:	Needs to Sign			
	Associate Dean for UGRD/GRAD Studies: Associate Dean for UGRD/GRAD Studies Conditional Recipient Group	Needs to Sign			
	Records & Registration: Registrar_Change of Grade Signing Group	🖉 Needs to Sign			
	OnBase Processing: OnBase Processing r changeofgrade@sjsu.edu	CC Receives a Copy			
	Message Subject Change of Grade: <add here="" id,="" name="" sjsu="" student=""> Please complete change of grade form.</add>				

The one.sjsu.edu homepage displays.

- 1. Go to one.sjsu.edu
- 2. Click the DocuSign tile.

If you can't find the DocuSign tile, search for it in the "What would you like to do?" search bar at the top of the page.

If you see the *MySJSU sign-in* page, please continue to Step #3.

If you see the *DocuSign page*, please continue to Step #4.

The MySJSU sign-in page displays.

 Enter your 9-digit SJSU ID and Password. Click the Sign In button.

> If you have forgotten your password, go to the <u>Reset</u> <u>Password</u> page and enter the 9-digit SJSU ID. Choose one of the two options listed to reset your password.

You can also go to the FAQ section in the <u>Password Help</u> page for additional assistance.

If you continue to have problems, please contact IT Service Desk. 408-924-1530 itservicedesk@sjsu.edu

The DocuSign eSignature page displays.

4. On the top navigation, click on **Templates**.

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MySISU PeopleSoft - CS i ♡	Canvas epp i ♡	My Email © Suite i ♡
View My Grades PeopleSoft - CS i O	SJSU @ Work PeopleSoft - HR i 🗢	MyProgress application <i>i</i> ♡
DocuSign DocuSign	Financial Transaction Services (FTS) <i>i</i> O	Zoom <i>i</i> \heartsuit

Connecting to MySJSU Sign-in with your San Jose State University account to access Peoplesoft Campus Solutions
SJSU SAN JOSÉ STATE UNIVERSITY
Sign In
SJSU ID Number ##########
Password SJSUOne Password
Remember me
Sign In
Need help signing in?



The Template page displays.

 On the left navigation, click on SHARED FOLDERS -> Registrar Office Templates.

> If you do not see this folder, please contact your department chair to request access.

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Registrar Office Templates				

 Under the Registrar Office Templates folder look for the template called Change of Grade Form (Registrar Template).

If you are not able to find the template, please contact the Registrar's Office.

Note: This is the template to use even though it has "*DoNotUse*" in the Owner name. It is our way of saying not to use the account/name for signing.

7. To the right of Change of Grade Form (Registrar Template)

USE

click

ure	Home	Manage	Templates	Reports		
Regis	trar Offic	e Template	es 🛻			
	Name 🛓			Owner 🛓		
	Change of	Grade Form (Reg	jistrar Template)	RODSForms DoNotUse		
Don't worry about the owner of the template having " DoNotUse " in the name. It is our way of saying do not use this account/name for signing.						

D	ocuSign eSignature				
REG	ISTRAR OFFICE TEMPLATES V	Q Se	arch Shared Folder		FILTERS
	Name 🛓	Owner 🛓	Created Date 🛓	Last Change 🔻	
22	Change of Grade Form (Registrar	RODSForms DoNotUse	12/1/2021 08:28:30 am	1/11/2022 09:42:21 am	USE



- 8. Enter the **Instructor Name** and **Email**.
- 9. Enter the **dept admin/analyst name** and **email** for review of the form.

If you do not have one, simply

click the trash can to remove this signer.

10. If this is for Grade Change, enter the Department Chair Name and Email.

For Removal of I, RP, RD grades,

click the trash can use to remove this signer.

11. If this is for Grade Change and submission time is AFTER the drop deadline of the following semester, enter the College Associate Dean Name and Email.

> For **Grade Change** submission time **BEFORE** or for **Removal of I**, **RP**, **RD grades**, click the trash

can 📕 to remove this signer.

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	Instructor	🖉 NEEDS TO SI	GN ∀ CUSTOMIZE ▼
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9	Department Admin / Analyst	MEEDS TO SIGN V	
-	Name *		
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	Department Chair *MUST sign for	NEEDS TO SIGN V	
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	College Associate Dean *Must sign if Grade Change AFTER Deadline	🖉 NEEDS TO SIGN 🔻	
11	following semester. DELETE IF NOT.		
4	Name *		
			8
	Email *		
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Note:

If you click the trash can to remove a signer, you will see a message regarding the Recipient

fields. Click the **DELETE** button to continue.

Recipient h	əs fields	×
This recipient ha recipient, you wi delete the recipie	s 1 assigned field. By deleting this II also delete their field. Would you like to ent and field?	
DELETE	CANCEL	

- 12. The next signers are set up-per DocuSign eSignature policy-automatically. You do not × Change of Grade Form (Registrar Template) need to make any 12 changes/updates on these Routing Group Name * NEEDS TO SIGN * CUSTOMIZE T 0 * 1-0 Associate Dean for UGRD/GRAD signers. Policy: A change of 5 grade request received more ~ Melinda Jackson, Jeffrev Honda than one year after the posting of the grade will require, ✓ NEEDS TO SIGN Records & Registration CUSTOMIZE T additionally, the approval of the Signing Group Name Associate Dean for 6 Undergraduate Studies or Signing Group Members Graduate Studies and Research, as appropriate. OnBase Processing CC RECEIVES A COPY CUSTOMIZE . 7 Email Message to All Recipients Advanced Options | Edit · Recipients can view documents more easily Custom email and language for each recipient on mobile devices with responsive signing 13. You must update the Email 13 NEW Email Subject * · Recipients can change signing responsibility Incomplete envelopes expire 120 days after Subject. Replace < Add student Change of Grade: <ADD student SJSU ID, Name here> send date • Recipients are warned 5 day(s) before request Characters remaining: 51 SJSU ID, Name here> with the expires · Comments are enabled Email Message actual student's name and Senders must use quick send ^ Please complete change of grade form. SJSU ID. Characters remaining: 9933 SEND 14 14. Click the button. SEND DISCARD
- 15. Once finished sending, you will see a **Successfully sent** message.
- 16. You have successfully initiated the Change of Grade form. The required signers will get an email notification to complete and sign the Change of Grade form for a student.

DocuSign eSignature					
REGISTRAR OFFICE TIM ✓ Successfully sent. See your environmental impact. ×					
Name 💂	Owner 🜲	Created Date 🜲	Last Ch		
Change of Grade Form (Registrar Temp	RODSForms DoNotUse	12/1/2021 08:28:30 am	1/20/20 05:06:4		

Document Routing & Collaborative Fields

17. The change of grade form will route to the instructor entered in Step #8. The instructor will fill out the form, sign, and click Finish.

Fields noted in **Green** are to be completed by the instructor.

Some fields are **collaborative fields** between the instructor and admin/analyst. Please see the next step for details.

 After the instructor, the change of grade form will route to the admin/analyst entered in Step #9, unless it was removed.

Admin/analyst will initial and also has the **option to change the collaborative fields that are circled.** This gives the admin/analyst the opportunity to make any corrections if needed.

If any of the **RED circled fields** are changed, the form will route back to the instructor to initial to accept the changes.

Fields requiring instructor to initial if changes are made:

- Student Last Name
- Student First Name
- Semester/Year Enrolled
- Semester/Year Student Completed Work
- Subject and Course No.
- Sec No.
- Original Grade
- Final Grade





- 19. The next signing steps are based on the signers entered that are necessary for the specific grade change requesting and submission time.
 - a. If requesting change of IC, NC, WU and ABCDF grades and **BEFORE** drop deadline of following semester.
 - i. Department Chair has to sign
 - b. If requesting change of IC, NC, WU and ABCDF grades and **AFTER** drop deadline of following semester.
 - i. Department Chair has to sign
 - ii. College Associate Dean has to sign
 - c. If requesting change of IC, NC, WU and ABCDF grades and **One or more years after posting of grade.**
 - i. Department Chair has to sign
 - ii. College Associate Dean has to sign
 - iii. AD for Undergraduate / Graduate Studies has to sign

20. Lastly, it will route to the Registrar's Office for processing.