

1. Choose the appropriate link for the college that needs to receive and approve your request:

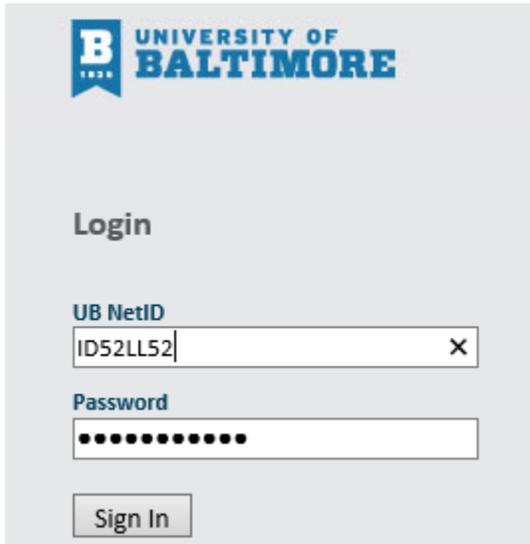
[Grade Change to the College of Arts and Sciences](#)

[Grade Change to the College of Public Administration](#)

[Grade Change to the Merrick School of Business](#)

[Grade Change to the School of Law](#)

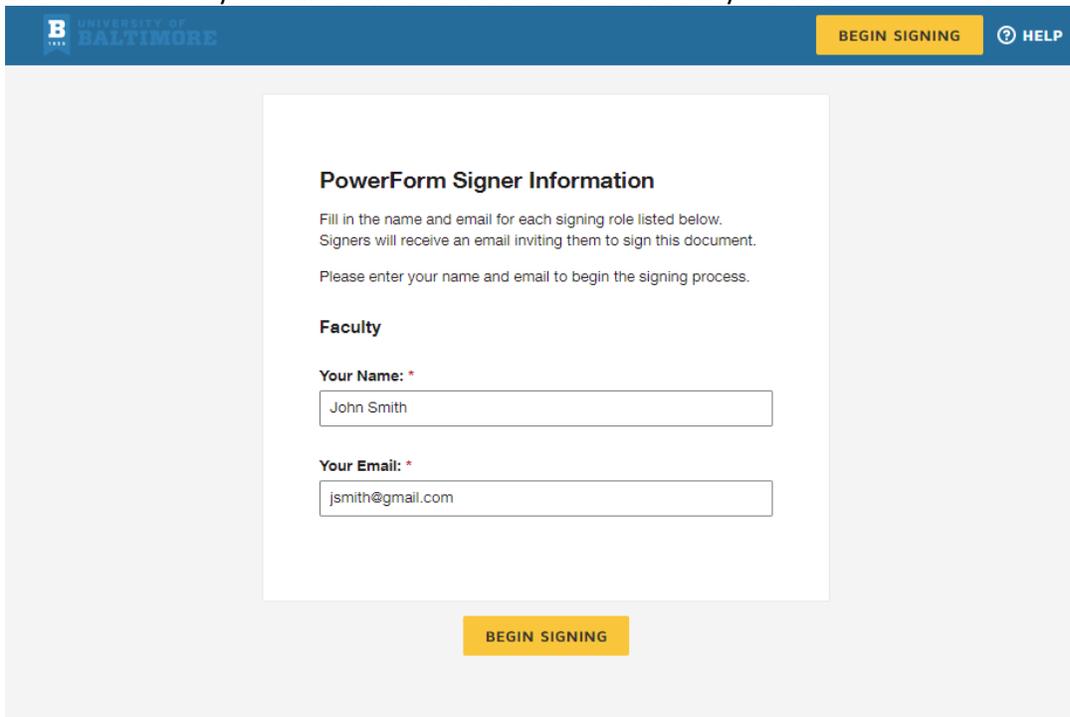
2. Authenticate using your UB NetID and password:



The image shows a login form for the University of Baltimore. At the top left is the university's logo, which consists of a blue square with a white letter 'B' and the text 'UNIVERSITY OF BALTIMORE' to its right. Below the logo, the word 'Login' is centered. There are two input fields: the first is labeled 'UB NetID' and contains the text 'ID52LL52'; the second is labeled 'Password' and contains ten black dots. Below these fields is a 'Sign In' button.

If you currently do not work for The University of Baltimore please contact the respective Dean's office.

3. The form asks for your name and email address as the Faculty member.



The image shows a web form titled 'PowerForm Signer Information'. At the top left is the University of Baltimore logo. To the right of the logo are two buttons: 'BEGIN SIGNING' and 'HELP'. The main content area has a white background and contains the following text: 'Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.' Below this is a section header 'Faculty'. There are two required input fields: 'Your Name: *' with the text 'John Smith' and 'Your Email: *' with the text 'jsmith@gmail.com'. At the bottom center of the form is a yellow 'BEGIN SIGNING' button.

Once you enter the information then click begin signing.

4. This brings you to the document for completion.

Please Review & Act on These Documents



Powered by **DocuSign**

Please review the documents below. **CONTINUE** **FINISH LATER** **OTHER ACTIONS** ▾

Student Name: _____
Student ID: _____
Date: _____

Undergraduate College
 Graduate Merrick School of Business
 LAW School of Law / Dean's Suite
Yale Gordon College of Arts and Sciences

Year and Term the course was taken: _____
Example: Spring 2019

Course Title and Code: _____
Example: ENGL 316.001 Modern Poetry

Grade Change: from: _____ to: _____

Rationale for Grade Change: _____

Instructor Name: _____
Instructor Signature:  _____ Date: 2/23/2021

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)
GOT IT

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You can click **FINISH LATER** if you need to come back to the form later. Once you click it you will receive an email with a link which will bring you back to the form. Otherwise, click **CONTINUE** to fill out the form.

5. The form is ready for you to fill out.

DocuSign Envelope ID: 78130014-5430-4166-91E8-B2C439718DAC

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UNIVERSITY OF BALTIMORE
Office of Records and Registration

Grade Change Form

Grade Changes must be signed by the primary instructor and forwarded to the appropriate Dean's office for approval. Once the grade change is approved, the grade change form is then sent to the Office of Records and Registration for processing.

Student Name:

Student ID:

Date:

Undergraduate College of Public Affairs
 Graduate Merrick School of Business
 LAW School of Law / Dean's Suite
 Yale Gordon College of Arts and Sciences

Year and Term the course was taken:
Example: Spring 2019

Course Title and Code:
Example: ENGL 316.001 Modern Poetry

Grade Change: from: to:

Rationale for Grade Change:

Instructor Name:

Instructor Signature: Date:

Dean/Representative Name:

Signature: Date:

Dean/Rep Notes:

Records and Registration

6. Once you have completed the required data entry, the form is ready to sign:

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Student Name:

Student ID:

Date:

Undergraduate College of Public Affairs
 Graduate Merrick School of Business
 LAW School of Law / Dean's Suite
 Yale Gordon College of Arts and Sciences

Year and Term the course was taken:
Example: Spring 2019

Course Title and Code:
Example: ENGL 316.001 Modern Poetry

Grade Change: from: to:

Rationale for Grade Change:

Instructor Name:

Instructor Signature: Date:

Dean/Representative Name:

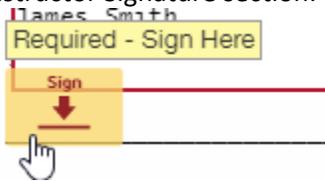
Signature: Date:

Dean/Rep Notes:

Records and Registration

7. Click the Sign Icon next to the Instructor Signature section:

Instructor Name:



Instructor Signature:

8. This will bring up the signature window:

Adopt Your Signature

Confirm your name, initials, and signature.

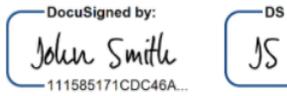
* Required

Full Name* **Initials***

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:



111585171CDC46A...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Click on the ADOPT AND SIGN button

9. You are now ready to submit your form to the Office of the Dean of the College you have chosen by clicking the FINISH button at the top or bottom of the form:

Done! Select Finish to send the completed document.

FINISH FINISH LATER OTHER ACTIONS ▾

Student Name: _____
Student ID: 1234567
Date: 02/23/2021

Undergraduate College of Public Affairs
 Graduate Merrick School of Business
 LAW School of Law / Dean's Suite
 Yale Gordon College of Arts and Sciences

Year and Term the course was taken: Spring 2020
Example: Spring 2019

Course Title and Code: PUAD 357.001 Living the Life in Civil Service
Example: ENGL 316.001 Modern Poetry

Grade Change: from: C- to: A-

Rationale for Grade Change: The student became ill during the semester. I allowed the student to submit a number of assignments after official grading was over.

Instructor Name: John Smith

Instructor Signature:  Date: 2/23/2021

Dean/Representative Name: _____
Signature: _____ Date: _____
Dean/Rep Notes: _____

Records and Registration Processor Name: _____
Signature: _____ Date: _____
Processor Notes: _____

University of Baltimore, Office of Records and Registration www.ubalt.edu/records
1420 N. Charles St. Baltimore, MD 21201 T: 410-837-4825 F: 410-837-4820 E: records@ubalt.edu
Office of Records and Registration 02152021

REG Grade Change Form E-Sign.pdf 1 of 1

FINISH

10. You are given the option to print or download the document in its current state of completion.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD PRINT CLOSE

Please note that you will receive a copy of the completed document once all signers have completed their sections.