Instructions: Adobe Sign for Grade Change Forms

The registrar's office has agreed to accept grade change forms by email from all Allied Health departments so long as the forms are processed in Adobe Sign and include the audit form (tracking) generated by the Adobe Sign system.

Please complete the following steps to submit grade changes with the tracking form to the Registrar's Office:

1) Decide if department head or coordinator will forward the completed grade change to the registrar's office. If the coordinator will forward the fully signed grade change to the registrar's office, then be sure the coordinator is included in the Adobe Sign process as an "acceptor".

2) Complete the electronic grade change form – note the text at the bottom regarding where to find the information needed to complete the form.

3) Save and name the file in the following format (or format that has all the following elements):

   Student Name - Grade Change Form - Course Name and Number – Date

   Example: Christian Olave - Grade Change Form - PHTH 7132 - 10.23.23

4) Set up completed form for signature in Adobe Sign:

   The signers are Instructor, Department Head, and Dean. Often the instructor and department head are the same person – that's ok.

5) DO NOT include the registrar's office in the Adobe Sign process (the signed form is emailed to the registrar's office in step #7)

6) When the document is fully signed the department head or department coordinator should locate the Adobe Sign email that contains the subject line:

   Christian Olave Grade Change Form PHTH 7132 10.10.23 between LSU - Health Sciences Center New Orleans, Thuha Hoang and Erin Dugan is Signed and Filed!

   (The text I highlighted is how you will distinguish the fully signed Adobe Sign email from the other Adobe Sign emails related to the grade change)

   The fully signed email will have one PDF attachment containing the fully signed grade change form and the final audit form (tracking).

   If you have not done so already create an Adobe Sign folder in your email that automatically routes the Adobe Sign emails to that folder. That way you will always have access to the email that contains the fully signed version of the grade change.

7) Drag and drop the PDF into an email to registrar@lsuhsc.edu and put the name of the file in the Subject line:

   Example: Chris Olave - Grade Change Form - PHTH 7132 10.23.23