



Clark Atlanta University

Office of the University Registrar

Grade Adjustment Process

Faculty or Staff needing to submit a Grade Adjustment Form may do so via DocuSign.

The process is as follows:

1. Navigate to Registrar's Office, scroll down to Faculty/Staff services. Click on Grade Change, then select *Click here to initiate request.*

- Grade Changes

Grade changes will be handled via DocuSign.

[Click here for instructions.](#)

[Click here to initiate request.](#)



+ Registration PINs

+ Submitting Grades

2. Fill out the form, see example below:

Clark Atlanta University Office of the University Registrar Grade Adjustment Form

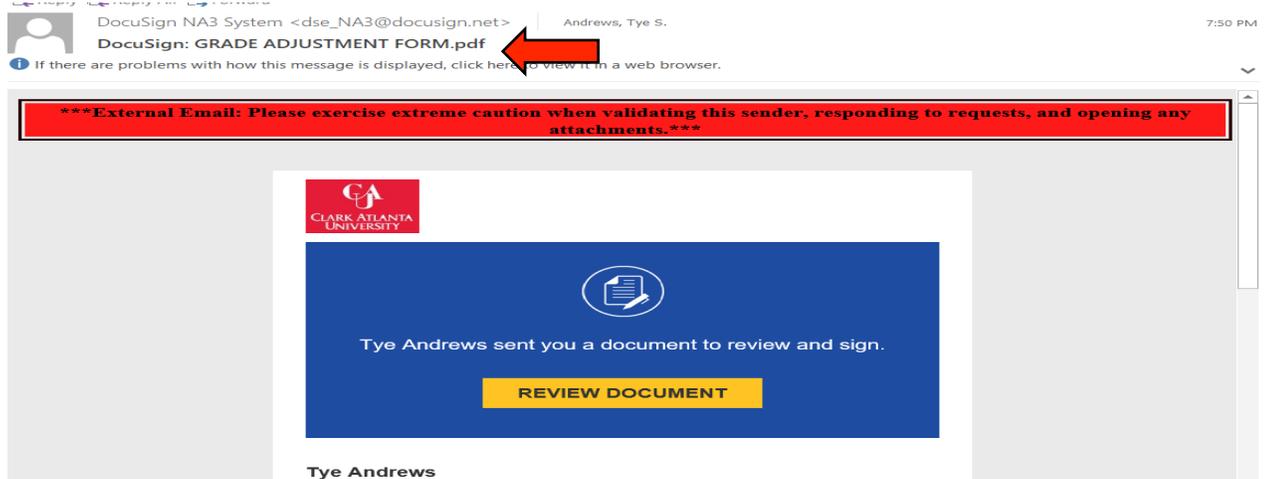
Grade adjustment Form
** Required*

Email address ***
Your email

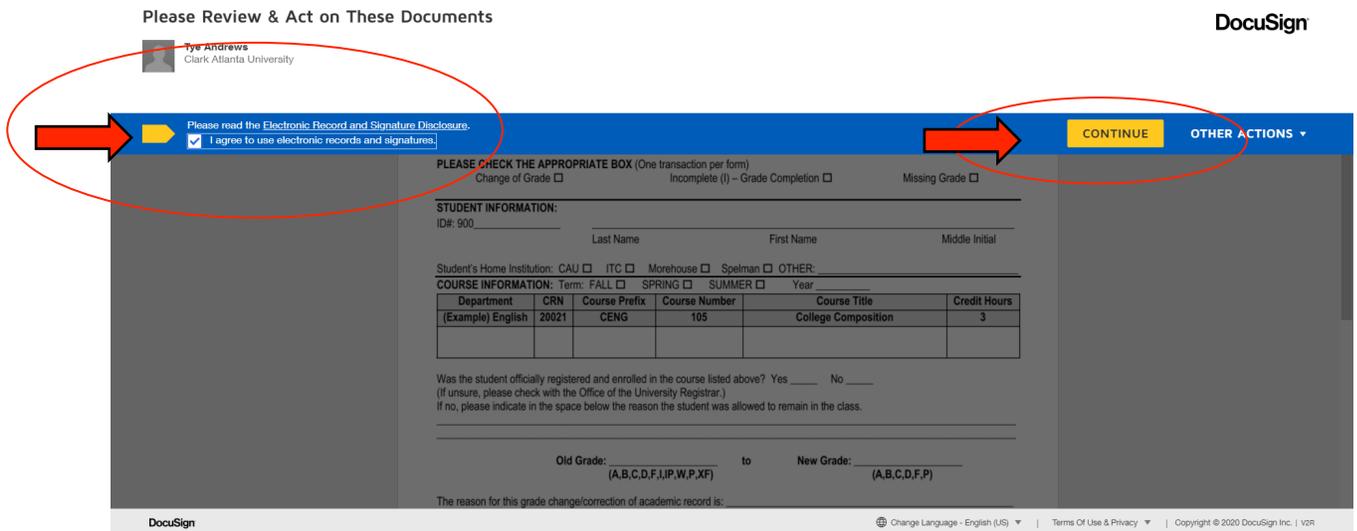
Student's Name? ***
Your answer

Student's 900 ***
Your answer

- Upon receipt of the completed form, an official Grade Adjustment Form will be returned to you via DocuSign.



- Click on *Review Document*, an agreement will populate across the screen for signature and verification



- Click *I agree to use electronic records and signatures*, then click *continue*.

- Click Start, and fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.

Please review the documents below.

START
FINISH
OTHER ACTIONS ▾

DocuSign Envelope ID: 1DD4259A-7080-4B14-8D19-7E77E2211670



CLARK ATLANTA UNIVERSITY OFFICE OF THE UNIVERSTIY REGISTRAR GRADE ADJUSTMENT FORM

Please complete and submit this form to the Office of the Academic School Dean. Under no circumstances should this form be released to the student. This form must be maintained in a secured area. Only Faculty members, Department Chairs and other designated employees are authorized to handle this

PLEASE CHECK THE APPROPRIATE BOX (One transaction per form) -- select --

Change of Grade Incomplete (I) – Grade Completion Missing Grade

STUDENT INFORMATION:

ID#: 900

Last Name First Name Middle Initial

Student's Home Institution: CAU ITC Morehouse Spelman OTHER: _____

COURSE INFORMATION: Term: FALL SPRING SUMMER Year _____

Department	CRN	Course Prefix	Course Number	Course Title	Credit Hours
(Example) English	20021	CENG	105	College Composition	3

Was the student officially registered and enrolled in the course listed above? Yes ___ No ___
 (If unsure, please check with the Office of the University Registrar.)
 If no, please indicate in the space below the reason the student was allowed to remain in the class.

DocuSign Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2020 DocuSign Inc. | 12R

- A confirmation of the completed Grade Adjustment Form will be emailed from Tye Andrews via DocuSign.

NOTE: Under No circumstances should this form be released to the student. This form must be maintained in a secured area. Only Faculty members, Department Chairs and other designated employees are authorized to handle this form.