

STUDENT: As the requester, you are responsible for providing all required information on this form and a concise rationale for this request. Upon completion, this request form must be submitted to the instructor of record for the indicated class section no later than 4:30pm on Tuesday, May 26, 2020. Your instructor will have until 4:30pm on Monday, June 1, 2020, to complete their review and notify you and the Office of the University Registrar of their decision. Please note that adjudication of your request is at the discretion of the instructor.

If your request is denied, or your instructor has not responded to your request by 4:30pm on Monday, June 1, 2020, you may email your completed form and all relevant correspondence to registrar@uakron.edu, and indicate that you wish to initiate an appeal with the department chair, school director, or dean of the college in which the course resides by no later than 4:30pm on Wednesday, June 3, 2020. The decision of either the department chair, school director or dean will be final. All final appeal adjudications must be made by 5:00pm, Friday, June 5, 2020.

Student ID No.

UA Email:

Student Name:

Subject	Catalog	Section	Course Title
---------	---------	---------	--------------

Instructor Name:

Please indicate the change of grading basis being requested:

From Special Credit/No Credit (CRX/NCX) to Standard Letter Grade (A, B, C, etc.)

From Standard Letter Grade (A, B, C, etc.) to Special Credit/No Credit (CRX/NCX)

Rationale for Request:

Student Signature:

Date:

INSTRUCTOR OF RECORD

Please indicate whether the request is approved or denied. If approved, please provide the student's final grade. Once finalized and signed, please submit from your UA email account to the Office of the University Registrar at registrar@uakron.edu no later than 4:30pm on Monday, June 1, 2020, so that there is official record of your decision.

Approved

Denied

Instructor Name:

Final Grade:

Instructor Signature:

Date:

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
 - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
 - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:



The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.