

March 17, 2022

Re: New DocuSign Forms/Preferred Names

Hello Associate Deans and Department Chairs:

A. Academic Forms

Based on feedback and input from the academic community, I wish to inform you of the following new forms on DocuSign. Here's the link to our [Forms page](#):

1. Incomplete Extension

Petition for extension of time limit for removal of "I" grade or "RP" grade (Incomplete Extension petition) which is initiated by the student.

2. Time Conflict Consent

Students will initiate the Time Conflict Consent Form, which will be routed to the instructor who is accommodating the time conflict, to obtain consent. Once the form is completed and signed by all parties, it is routed to the Registrar's office for processing the enrollment accordingly. If consent is given, the student will be enrolled in the class-even if it is full.

Note: Students can look up the DocuSign form they initiated whether it's been signed or not. We will also be adding a daily reminder to the signers for all DocuSign forms created by the Registrar's office. This would eliminate the calls our office gets from students who are waiting for their forms to be approved/signed.

3. Change of Grade

We have created a single DocuSign Template for all Change of Grades that faculty and departments can use to submit a change of grade (including removal of I, RP, RD grades). To eliminate and minimize the different electronic versions we have been currently receiving for processing, having one template to use will provide the consistency in processing and ease for departments to submit a change of grade form. We have created a [Change of Grade How to Guide](#) to assist with the new template process. We recommend everyone who initiates/creates Change of Grade forms to review this guide to ensure the form is completed properly before submitting for signing.

Individuals in your department who are approved to initiate/create Change of Grade forms will first need access to this new template. Signers of the form will not need access to the template, only initiators/creators. Following this email, a separate email with a Google Sheet for Associate Deans and Chairs will be shared with you to provide the approved names for us to grant access in DocuSign.

B. Preferred Names in Major GPA Extract report

In collaboration with IT, the preferred names were added to the major GPA extract report in Peoplesoft.

1. Preferred Last Name
2. Preferred Middle Name
3. Preferred First Name

This will support student success and mental health by providing faculty, staff and administrators the information they need to address students by the chosen name they prefer.

Please share this information with your administrative support staff and faculty.

Thank you.

Regards,

Marian Yao, MBA
University Registrar & FERPA Compliance Officer