



**THE CATHOLIC UNIVERSITY OF AMERICA**

OFFICE OF ENROLLMENT SERVICES

**GRADE CHANGE/DISPOSITION OF INCOMPLETE REQUEST FORM**

**SECTION 1**

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STUDENT'S ID

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

STUDENT'S SCHOOL

**SECTION 2**

TO BE COMPLETED BY INSTRUCTOR

COURSE SUBJECT: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

YEAR: \_\_\_\_\_

CURRENT GRADE: \_\_\_\_\_

REQUESTED GRADE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

INSTRUCTOR'S NAME (PLEASE PRINT): \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION 3**

TO BE COMPLETED BY STUDENT'S ACADEMIC DEAN

GRADE CHANGE REQUEST ( ) APPROVED ( ) NOT APPROVED

COMMENTS: \_\_\_\_\_

DEAN'S NAME (PLEASE PRINT): \_\_\_\_\_

DEAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION 4**

TO BE COMPLETED BY DEAN OF GRADUATE/UNDERGRADUATE STUDIES

GRADE CHANGE REQUEST ( ) APPROVED ( ) NOT APPROVED

COMMENTS: \_\_\_\_\_

DEAN'S NAME (PLEASE PRINT): \_\_\_\_\_

DEAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Instructions:**

**Section 1 & 2:**

- ❖ Instructor completes and submits to student's school.

**Section 3:**

- ❖ Is it a Disposition of Incomplete (DOI) or Grade Change (GC)?
  - If DOI, is the change accessible to dean's office, i.e. class taken one semester back?
    - If yes, dean's office should process.
    - If no, dean's office completes section 3 and submits to Office of Enrollment Services to process.
  - If GC, is the change accessible to dean's office, i.e. class taken one semester back?
    - If no, dean's office completes section 3 and submits form to Dean of Graduate/Undergraduate Studies.
    - If yes, does grade change involve an "F" grade?
      - If no, dean's office should process change.
      - If yes, dean's office completes section 3 and submits form to Dean of Graduate/Undergraduate Studies.

**Section 4:**

- ❖ Is grade change accessible to dean's office, i.e. class taken one semester back?
  - If no, DOG/US completes section 4 and submits to Office of Enrollment Services to process.
  - If yes, DOG/US completes section 4 and submits back to school to process

**Note: The Office of Enrollment Services will not accept incomplete or alternate forms.**

