



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.