



THE CATHOLIC UNIVERSITY OF AMERICA

OFFICE OF ENROLLMENT SERVICES

GRADE CHANGE/DISPOSITION OF INCOMPLETE REQUEST FORM

SECTION 1

Student ID input boxes

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 GC, is the change accessible to dean's office, i.e. class taken one semester back?

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.

