THE CATHOLIC UNIVERSITY OF AMERICA

OFFICE OF ENROLLMENT SERVICES

GRADE CHANGE/DISPOSITION OF INCOMPLETE REQUEST FORM

SECTION 1

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 aDisposition 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.

Grade Change/Disposition of Incomplete Request Form-Revised March 13, 2013