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): ___________________________ Date: ____________

Section 4
To Be Completed By Dean of Graduate/Undergraduate Studies

Grade Change Request ( ) Approved ( ) Not Approved

Comments: _______________________________________________________

Dean’s Name (Please Print): ___________________________ 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 off 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 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.
    • If no, 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.