

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 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.