



THE CATHOLIC UNIVERSITY OF AMERICA

Enrollment Services

GRADE CHANGE/DISPOSITION OF INCOMPLETE REQUEST FORM

SECTION 1: STUDENT INFO

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Student ID

Student's Last Name

Student's First Name

SECTION 2: INSTRUCTOR APPROVAL

Once completed, submit form to dean of school in which class was taught.

Semester: Fall Spring Summer

Year: _____

Subject Code: _____

Catalog Number: _____

Current Grade: _____ New Grade: _____

Comments: _____

Course Instructor's Name (Print): _____

Course Instructor's Signature: _____ Date: _____

SECTION 3: SCHOOL DEAN APPROVAL

Once completed, submit as follows:

- change of F grade → submit to Dean of Graduate/Undergraduate studies
- disposition of incomplete from prior semester → enter grade in Cardinal Students via Enrollment Request page
- change of non-F grade from prior semester → enter grade in Cardinal Students via Enrollment Request page
- disposition of incomplete from previous to prior semester → submit to Enrollment Services for processing
- change of non-F grade from previous to prior semester → submit to Enrollment Services for processing

Comments: _____

School Dean's Name (Print): _____

School Dean's Signature: _____ Date: _____

SECTION 4: DEAN OF UNDERGRADUATE/GRADUATE STUDIES APPROVAL

Once completed, submit as follows:

- course taken in prior semester → submit to school dean's office for processing (school will make change in Cardinal Students)
- course taken previous to prior semester → submit to Enrollment Services for processing

Comments: _____

Vice-Provost Name (Print): _____

Vice-Provost Signature: _____ Date: _____