

**UCLA REPORT OF ACADEMIC REVISION**

STUDENT'S NAME (Last, First, Middle)

STUDENT I.D. NUMBER (9-digit)

**PART A: REMOVAL OF INCOMPLETE GRADE**

Use this part of the form to report the completion of a course for which an "I" grade was previously assigned. The "I" grade remains on the transcript along with the grade the student may later receive for the course. Per Senate Regulation A-309, the date of completion must be by the end of the student's next enrolled term in residence in regular session or the grade will lapse to an "F," "NP," or "U" as appropriate. For undergraduates, the Dean of the appropriate school or college has authority to extend the deadline for completion in the event of unusual circumstances that would clearly impose an unfair hardship on the student. A student need not be enrolled to remove an incomplete grade.

DEPARTMENT AND COURSE/SECTION NUMBERS (e.g., HIST 7A, SEC 1)	TERM AND YEAR OF ORIGINAL "I" GRADE (e.g. FALL 95)	PRIOR GRADE <b>I</b>	FINAL GRADE	DATE COURSEWORK COMPLETED
INSTRUCTOR'S NAME (PLEASE PRINT)		EMPLOYEE I.D. NUMBER	EXTENSION/E-MAIL ADDRESS	
INSTRUCTOR'S SIGNATURE			DATE	

**PART B: GRADE CHANGE/SUBMISSION**

Use this part of the form to correct a previously assigned grade or to submit a previously unreported grade. All grades, except "DR" (Deferred Report), "I" and "IP" are final when filed by an instructor in the end-of-term course report. However, the Registrar is authorized to change a final grade: (1) upon written request of an instructor, provided that a clerical or procedural error is the reason for the change, or (2) upon written request of the Chair of the Division in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds. No change of grade may be made on the basis of re-examination or, with the exception of the "I" and "IP" grades, the completion of additional work. **\*Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the department chair.** Any grade change request made by an instructor who has left the University must be countersigned by the department chair. Per Senate Regulation A-313 [variance to SR 780]. **Do not treat a removal of incomplete grade as a grade change unless condition (1) or (2) specified above has been met. An explanation for such a grade change should be provided under "REMARKS" below.**

DEPARTMENT AND COURSE/SECTION NUMBER (e.g. HIST 7A, SEC 1)	TERM AND YEAR (e.g. FALL 95)	PRIOR GRADE	REVISED GRADE	REASON FOR CHANGE <input type="checkbox"/> Clerical Error <input type="checkbox"/> Procedural Error or "DR"
INSTRUCTOR'S NAME (PLEASE PRINT)		EMPLOYEE I.D. NUMBER	EXTENSION/E-MAIL ADDRESS	
INSTRUCTOR'S SIGNATURE			DATE	
*DEPARTMENT CHAIR'S NAME (PLEASE PRINT)				
*DEPARTMENT CHAIR'S SIGNATURE			DATE	

REMARKS (PART A OR B)

**INSTRUCTIONS FOR COMPLETED FORM (INSTRUCTOR):** Return to your departmental office for validation.

**INSTRUCTIONS FOR COMPLETED FORM (DEPARTMENT):** Place departmental stamp on form and return by campus mail to the Registrar's Office, ATTN: Academic Revisions, 1113 Murphy Hall, 142901. **The student may not deliver this form to the Registrar's Office.** Confirmation of grade and date recorded will be sent to your department. Any applicable fee will be charged to the student's BAR account.

SRS: \_\_\_\_\_

Billed BAR: \_\_\_\_\_

**\*\*\*NOT VALID WITHOUT DEPARTMENTAL STAMP\*\*\***