

## UASH Petition for Change of Grade

Name: \_\_\_\_\_ Date (term/year): \_\_\_\_\_ / \_\_\_\_\_

UID: \_\_\_\_\_ Year of Study: \_\_\_\_\_ Option: \_\_\_\_\_

Caltech Email: \_\_\_\_\_ Other Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Adviser's Name: \_\_\_\_\_

### **IMPORTANT NOTES**

- ◆ Your petition must be submitted to the Registrar's Office. Please check the UASH website at [www.registrar.caltech.edu/uash](http://www.registrar.caltech.edu/uash) for deadline to submit documents. Late submissions will NOT be accepted.
- ◆ All information provided on this form is PRIVATE and will only be shared with those who have a need to know. *If you are concerned about revealing deeply personal issues in your petition or to particular UASH members, please discuss methods for handling this with the Deans.*
- ◆ Please read the Guidelines for Preparing and Submitting Grade Change Petitions, in the UASH Handbook §3 before writing and submitting this petition.

1. List the course(s) for which you are requesting a grade change:

Course Number & Name	Term/Year Taken	Instructor	Old Grade	New Grade

2. Explain why you think your grade(s) should be changed. (Attach a separate sheet of paper if necessary.)

3. Check that you have included the following with your petition:

Explanatory note(s) from Instructor(s) (See UASH Handbook, §3)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_