

REMOVAL OF PROVISIONAL GRADE PETITION

Name _____
Last
First
Middle

School, Major, & Level _____ UCID _____

Medicine, Nursing, and Pharmacy students must obtain program approval prior to submitting to registrar:

Authorizing Signature: _____

School	Office	Location
Medicine	Undergraduate Medical Education	S-245
Nursing	Student Affairs	N-319
Pharmacy	OSACA	S-960

INSTRUCTOR: Do not accept this petition from students. Redirect students to Office of the Registrar.

STUDENTS: Submit petition to Office of the Registrar (OR). OR will send the petition to your instructor.

PROCESS EXPLANATION:

This petition is used to convert provisional grades (I, E, Y, or NP) to final grades. Upon completing course requirements, students file this petition with OR to obtain a final grade. OR sends the petition to the instructor, and the instructor returns the petition directly to OR without student involvement. OR then enters the final grade onto the student's record.

TO BE FILLED IN BY STUDENT:

COURSE: _____ **QTR & TERM:** _____
(subject & number)

INSTRUCTOR: _____ **PROVISIONAL GRADE:** _____

TO BE FILLED IN BY INSTRUCTOR: (return petition to Office of the Registrar (Box 0244 or fax to 476-9690))

FINAL GRADE: _____ **DATE COMPLETED:** _____

SIGNATURE: _____ **DATE:** _____

Fee is \$5. Please indicate payment method:

- Check or money order payable to UC Regents
Deliver form and payment to MU-200W or Mission Hall 1300, or mail to UCSF Office of the Registrar, Campus Box 0244, 500 Parnassus Ave MU-200W, San Francisco CA 94143.
- Visa / MasterCard / Discover / American Express
If faxing, fill in credit card information. Fax to 415-476-9690.
 Card No. _____
 Expiration Date ____ / ____

University policy does not allow us to accept credit card information by e-mail. If you need to submit this form by e-mail, please enter your daytime telephone number in the "Card No." field, and we will call you to ask for your credit card information.