

Removal of Provisional Grade Petition

Name: _____
Last
First
Middle

School, Major, & Level: _____ MyAccess ID: _____

Authorizing Signature: _____

Medicine, Nursing, and Pharmacy students only:

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

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

STUDENTS: Submit petition to the Office of the Registrar; the petition will be sent 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 the Office of the Registrar (OR) to obtain a final grade. The OR sends the petition to the instructor and the instructor returns the petition directly to the OR without involving the student in the process. The 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 completed petition to the Office of the Registrar; Fax: 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 mail to UCSF Office of the Registrar,
500 Parnassus Ave MU-200W, Box 0244, San Francisco CA 94143-0244.*
- 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.