

Request to Recover a Letter Grade

- The student must obtain the signature of an academic or faculty advisor.
- The advisor must verify and submit the form to the Office of the Registrar, 232 Capen Hall.

Student Information:

Last Name	<input type="text"/>	First Name	<input type="text"/>
Person Num.	<input type="text"/>	UB Email	<input type="text"/>
Semester	<input type="text"/>	Plan (Major)	<input type="text"/>

I request to recover the letter grade for the following course:

Registration Number	<input type="text"/>	Department	<input type="text"/>	Course Number	<input type="text"/>	Section	<input type="text"/>
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Please indicate the reason for recovering the letter grade:

- This course is required for the student's major
- The student has earned a D grade and needs the credit to meet degree requirements
- This course is a UB Curriculum/General Education requirement
- The grade is required at another institution

Required Signatures:

Student Signature	<input type="text"/>	Date	<input type="text"/>
Faculty/Advisor Signature	<input type="text"/>	Date	<input type="text"/>

Return this form to the Office of the Registrar, Grading Department via:

- Fax: 645-7762
- Campus Mail: 232 Capen Hall

For Office Use Only

Registrar's Office Action	<input type="text"/>	Completed by	<input type="text"/>	Date	<input type="text"/>
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