

REQUEST FOR LETTER GRADES FORM

(Prior to the Fall 2010 semester)

Pacific Oaks did not issue letter grades in the College from 1975 to the Summer 2010 semester. All requests must be initiated with the Registrar's Office. Letter grade conversions will appear on the student's transcript in approximately two to three weeks.

SECTION I: STUDENT/COURSE INFORMATION

First Name:	Middle Initial:	Last Name:
If applicable, previous name used:		
Email:	Phone:	
Address:		
City:	State::	Zip Code:

SECTION II: ENROLLMENT INFORMATION

Current Program:
Previous Degree Program:
First Term at Pacific Oaks College:
Last Term at Pacific Oaks College:
Additional Comments:

SECTION VI: TRANSCRIPT REQUEST

Will you be requesting Official Transcripts with the letter grade conversion?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you are requesting Official Transcripts, please complete the Transcript Request Form online at http://www.pacificoaks.edu/Current_Students/Registrar/Transcript_Requests		

SECTION VI: FACULTY ADVISOR APPROVAL

IMPORTANT: Advisor, please sign next to each letter grade.	
Faculty Advisor Name:	
Faculty Advisor Signature:	Date:

SECTION VII: PROCESSING (Office of the Registrar Use Only)

Registrar (or designee):	
Date Received:	Date Processed: