**Nome completo do (a) aluno(a):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nº USP** | | | | | | |  | **. Ano de ingresso** | | |
|  |  |  |  |  |  |  |  | **/** |  |  |

|  |  |  |
| --- | --- | --- |
| **Curso** | | |
|  | 16011 - Arquitetura e Urbanismo |
|  |
|  | 16100 - Design |

**A disciplina foi cursada em: Ano Sem**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nome da Disciplina (em letra de imprensa)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Código da Disciplina** | | | | | |  | **Turma** | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Frequência e nota informadas:** | | | |  | | | | **Frequência** |  |  |  | | % |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | | | | | **Nota** |  |  |  |  | Ex: 09,45 | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Frequência e nota corretas:** | | | |  | | | | **Frequência** |  |  |  | | % |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | | | | | **Nota** |  |  |  |  |  | |

|  |
| --- |
|  |

**Docente responsável pela solicitação:**

**Nome:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Nº USP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assinatura:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Data: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_**

**Motivo da alteração:**

[ ] Alteração simples (erro na transcrição de nota e/ou frequência);

[ ] Processo de recuperação

[ ] Outro (especificar): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 -** Solicitação **dentro de prazo1** [ ]

**2 -** Solicitação **fora de prazo2** [ ]

**2.1. Aprovado pelo Conselho do Departamento em: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**2.2. Assinatura da Chefia:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.3. Manifestação da CGFAU:**

[ ] DEFERIDO

[ ] INDEFERIDO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assinatura:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Data : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

|  |
| --- |
|  |

**Obs. 1:** Todo requerimento docente deve obrigatoriamente ser acompanhado pelo requerimento do discente, solicitando a revisão/retificação de nota e/ou frequência;

**Obs. 2: Após** a data estabelecida para **retificação de matrícula** (conforme o “Calendário USP” vigente) o **envio** da solicitação de alteração de frequência e/ou nota será considerado “***fora de prazo”*** e, desta forma*,*deverá obrigatoriamente ser encaminhada pelo Conselho do Departamento diretamente à **CG/FAU** para análise/aprovação, a qual remeterá posteriormente o pedido ao Serviço de Graduação (Seção de Alunos) para alteração no sistema, caso deferida a solicitação.