

**Elizabeth City State University**  
Elizabeth City, North Carolina

**GRADE UNREPORTED FORM**

Please complete this form in triplicate when reporting a grade that was not previously reported and return to the Office of the Provost and Vice Chancellor for Academic Affairs.

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**TO THE OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS:**

The Student whose name appears below has indicated that he/she was enrolled in

\_\_\_\_\_, which was taught

Course Title	Course No.	Section
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By me during the \_\_\_\_\_ Semester, 20\_\_\_\_. I did not report a grade for this student for the indicated period.

\_\_\_\_\_ did pursue the course and I am reporting the grade of\_\_\_\_\_.

Please detail your reason for the above indicated student not appearing on your regular grade reporting form: \_\_\_\_\_

	Date
Instructor's Signature	
	Date
Instructor's Departmental Chairperson	
	Date
Dean of the School	
	Date
Coordinator of the Summer School	
	Date
Provost and Vice Chancellor for Academic Affairs	