



# Elizabeth City State University

Elizabeth City, North Carolina

## UNREPORTED GRADE FORM

*The grade was not reported for the student listed below for the indicated time period; however, the student did complete the course and received the grade of \_\_\_\_\_.*

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Semester Course was taken \_\_\_\_\_

Course Title \_\_\_\_\_ Course # & Section \_\_\_\_\_

Questions to be Answered by Instructor	YES	NO
1. Does student have documentation that he/she was officially enrolled in the course?		
2. Was the student's name ever listed on the class roster?		
3. Was a midterm grade assigned to student via BANNER?		
4. If student's name never appeared on midterm grade form, was the student sent to the Registrar's Office to have name placed on roster?		
5. Did student actively attend class and complete assignments the entire semester?		
6. Did student's name appear on the final grade report?		

**Reason why approval for this request should be granted:**

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\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean of the School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Provost & Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date