



**GRADE UNREPORTED**  
**Division of Academic Affairs**

Please complete this form when reporting a grade that was not previously reported. After this form has been approved and signed, return to the Division of Academic Affairs.

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

\_\_\_\_\_, which was taught  
**Course Title** \_\_\_\_\_ **Course No.** \_\_\_\_\_ **Section** \_\_\_\_\_

By me during the Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Semester, 20 \_\_\_\_ . I did not report a grade for this student for the indicated period.

\_\_\_\_\_ did pursue the course and I am report

**Student Name & Banner ID**

the grade of \_\_\_\_\_ (last date of attendance) \_\_\_\_\_.

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

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

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Provost/Vice Chancellor for Academic Affairs