



OFFICE OF THE PROVOST
AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Grade Unreported Form

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

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

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 _____ (*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

Instructor's Departmental Chairperson

Date

Provost and Vice Chancellor for Academic Affairs or Designee

Date

