



OFFICE OF THE PROVOST  
AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

**Graduate Student 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.

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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

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

