

Supplemental Grade Notice

NOTE TO INSTRUCTORS:

Use this form to report a final grade after the submission of an “I” or an “N” (no grade previously reported). Please fill out as much information as possible. Most of the information is available on UR ACCESS and the grade roster. Requests for grade changes (e.g., B to B+) should be made in the form of a letter to your Dean.

NOTE TO ARTS AND SCIENCE INSTRUCTORS:

Effective the Fall 1986 semester, “I” (incomplete) grades will *not* appear on the official transcript of matriculated under-graduate students. Unless you check the following statement, an “I” will appear on the advising record.

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|  |  | All work for the course was submitted by the end of the semester in which the course was taught.  Therefore, an “I” should not appear on the advising record. |

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| --- | --- |
| Student Name: | Enter text. |
|  |  |
| Student URID: | Enter text. |
|  |  |
| Student Program or Department: | Enter text. |

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| --- | --- | --- | --- | --- | --- | --- |
| Hereby receives a grade of: | Text | Course Reference #: | Enter text. | | Subject Area: | Enter text. |
|  |  |  |  | |  |  |
| Course #: | Enter text. | | Credit Hours: | Enter text. |
|  |  | |  |  |
| Course Title: | Enter text. | | | |
|  |  | | | |
| which was taken during the: | | Choose | of the year: | YYYY |

Instructor Signature Date