

Date	Student's Name	College	UIN
		Dept	
	Print (LAST) (FIRST) (MI)		

SUPPLEMENTAL GRADE REPORT FORM

Instructor: Complete this form and obtain the appropriate approval(s) if needed. When submitting a grade of "F" or "U" the *Last Attend Date* and/or the *Attend Hours* fields must be populated.

Department: Retain a copy for your records and send the original to the Student's College Office

College: Retain a copy for your records and send the original to Academic Records, 901 W. Illinois, MC-063

Gradable CRN	Subject/Number	Section	Credit
Taken During (check one)			
<input type="checkbox"/> FALL _____ (year)	<input type="checkbox"/> SPRING _____ (year)	<input type="checkbox"/> SUMMER _____ (year)	<input type="checkbox"/> CR/NC BASIS COLLEGE USE ONLY
<input type="checkbox"/> GRAD THESIS TERMS _____ (start)	_____ (end)	_____ (end)	

PURPOSE OF REPORT (Complete only one of the three sections below.)

<p>1. TO REPLACE:</p> <p><input type="checkbox"/> NOT REPORTED (NR) GRADE</p> <p><input type="checkbox"/> INCOMPLETE (I) GRADE</p> <p><input type="checkbox"/> DEFERRED (DFR) GRADE</p> <p><input type="checkbox"/> GRADUATE THESIS DFR GRADES</p> <p><input type="checkbox"/> OTHER</p> <p>FROM _____ TO _____</p> <p>REQUIRED FOR GRADES OF "F" OR "U"</p> <p>LAST ATTEND DATE: _____</p> <p>HOURS ATTENDED: _____</p> <p>_____</p> <p>INSTRUCTOR/DESIGNEE SIGNATURE</p> <p>_____</p> <p>PRINTED NAME OF INSTRUCTOR/DESIGNEE</p>	<p>2. TO CORRECT ORIGINAL GRADE:</p> <p>FROM _____ TO _____</p> <p>REQUIRED FOR GRADES OF "F" OR "U"</p> <p>LAST ATTEND DATE: _____</p> <p>HOURS ATTENDED: _____</p> <p>_____</p> <p>INSTRUCTOR/DESIGNEE SIGNATURE</p> <p>_____</p> <p>PRINTED NAME OF INSTRUCTOR/DESIGNEE</p> <p>_____</p> <p>HEAD OF DEPARTMENT'S SIGNATURE</p>	<p>3. TO CORRECT ABS GRADE:</p> <p>FROM <u>ABS</u> TO _____</p> <p>REQUIRED FOR GRADES OF "F" OR "U"</p> <p>LAST ATTEND DATE: _____</p> <p>HOURS ATTENDED: _____</p> <p>_____</p> <p>INSTRUCTOR/DESIGNEE SIGNATURE</p> <p>_____</p> <p>PRINTED NAME OF INSTRUCTOR/DESIGNEE</p> <p>_____</p> <p>HEAD OF DEPARTMENT'S SIGNATURE</p> <p>_____</p> <p>DEAN OF STUDENT'S COLLEGE SIGNATURE</p>
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