Carnegie Mellon University
University Registrar's Office

University Registrar's Office
cmuregistrar@andrew.cmu.edu
cmu.edu/hub

Retroactive Missing Final Grade

This form allows course instructors to submit a **missing final grade** after the standard 60 day grace period following the final grading deadline. This form should be submitted only after the 60 day grace period has ended.

Notes:

- Instructors may submit missing final grades for up to 60 days after the course final grade deadline via the S3 Faculty Course and Grade Information functionality.
- Instructors may only add missing final grades; missing mid-semester grades may not be entered, and incomplete grades may not be assigned.
- Only the course instructor of record may complete this form—students, teaching assistants, and proxies are not permitted.
- **Instructors should submit the completed form to the University Registrar's Office at registrar-forms@andrew.cmu.edu.** All questions should be directed to cmuregistrar@andrew.cmu.edu. For instructions on how to submit forms, please visit cmu.edu/es/forms/instructions.html.

STUDENT INFORMATION

Andrew ID: _____ Name: _____

Last/Family Name *First/Preferred Name* *Middle Name/Initial*

College: _____ Department: _____ Class Level: _____

COURSE INFORMATION

Semester	Year	Course Number	Section	Units	Course Title

GRADE INFORMATION

Missing grade: _____

Reason for Action (required):

DEPARTMENT AUTHORIZATION

Instructor's Name: _____ Instructor's Andrew ID: _____

Print/Type

Instructor's Signature: _____ Date: _____

mm/dd/yyyy