

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](mailto:registrar-forms@andrew.cmu.edu).** All questions should be directed to [cmuregistrar@andrew.cmu.edu](mailto:cmuregistrar@andrew.cmu.edu). For instructions on how to submit forms, please visit [cmu.edu/es/forms/instructions.html](https://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: \_\_\_\_\_

*Print/Type*

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*mm/dd/yyyy*

Instructor's Andrew ID: \_\_\_\_\_