

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. The 60 day grace period deadlines for each term are listed below

- Fall Grades: Feb. 15
- Spring Grades: July 15
- Summer Grades: Oct. 15

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