

IOWA STATE UNIVERSITY

Grade Report to the Registrar

Office of the Registrar
Records Area
214 Enrollment Services Center
515-294-1840

Use this form for resolving the following:

Incompletes (I grades)
Corrections
Non-reports (late grades)
Other (disputed or discrepancy)

Circle appropriate grade - > **A** **B** **C** **D** **F** **I** **S** + -

Student Name (Last, First, Middle) _____

University ID Number _____

Dept. abbreviation _____

Course Number _____

Section _____

Credit _____

Enter appropriate information below:

I. Provides grade for I reported Term _____ Year _____

II. Corrects grade reported for Term _____ Year _____

Reason for grade change _____

III. Late grade reported for Term _____ Year _____

IV. Other _____

Instructor's Name (Please Print) _____

Signature of Instructor _____

Date _____

Signature of Department Chair _____

Date _____

Signature of Instructor's College Dean * _____

Date _____

*Only required when requesting to change a letter grade to an Incomplete.

To review the I contract policy on the appropriate use of an incomplete, see the Incomplete Grade policy at <http://www.registrar.iastate.edu/policy/I-grade.html>

Return this form with signatures to:

Office of the Registrar
214 Enrollment Services Center