

# 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/Director of Graduate Education \_\_\_\_\_

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://catalog.iastate.edu/academiclife/gradingsystem/#gradepolicies>

Return this form with signatures to:

Office of the Registrar  
214 Enrollment Services Center