

**LATE GRADE SUBMISSION FORM**

Documentation for grades entered by the staff of the Registrar's Office is required.

- For individual student grades, please complete the form below.
- For a roster of students, you may attach a copy of the class roster (printed from APR) clearly indicating the grade for each student and any UWs to report.

Instructor \_\_\_\_\_

Department \_\_\_\_\_

Course Number and Section \_\_\_\_\_

TERM (Fall/Spring/Summer) \_\_\_\_\_

Year 20\_\_\_\_\_

**Student's Name** \_\_\_\_\_ **ID#** \_\_\_\_\_

**EARNED GRADE** \_\_\_\_\_ **UW to report (y/n)** \_\_\_\_\_

*[Please note: Grades for students taking the course on a pass/fail basis should be recorded as "p" or "0.0"].*

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**

**PLEASE RETURN COMPLETED FORM TO THE REGISTRAR, VILAS 117**