

**Grade Report to the Registrar**

Use this form for resolving the following:

Incompletes (I grades) Corrections

Non-reports (late grades)

Other (disputed or discrepancy)

Office of the Registrar Records Area

214 Enrollment Services Center 515-294-1840

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:

1. Provides grade for I reported Term

Year

1. Corrects grade reported for Term

Year

Reason for grade change

1. Late grade reported for Term

Year

1. 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/#gradepoliciestext>

Return this form with signatures to: Office of the Registrar

214 Enrollment Services Center