



Supplementary Grade Report

Return completed form to:

Office of the Registrar, Email: registrar@deans.umd.edu

NOTE: This form may be used while University employees are teleworking due to the Covid-19 crisis.

STUDENT DATA:

Last Name:

First Name:

UID #:

Course:

Section No:

Credits:

Instructor Name:

Semester course originally taken:

FALL

SPRING

SUMMER I

SUMMER II

WINTER

Year taken:

Select the action being requested:

1. Change Incomplete to (GRADE)
2. Grade Missing from Original Report (GRADE)
3. Credit Earned by Special Examination (GRADE)
4. Change of grade from to

Approval Signatures:

Instructions on how to digitally sign this document can be found [here](#).

Instructor's Signature:

DATE:

Dept Chair:

DATE:

Dean:

DATE:

Grad School:

DATE:

(GRAD SCHOOL APPROVAL NECESSARY FOR OPTION #4 FOR GRAD STUDENTS)

TO BE COMPLETED BY OFFICE OF REGISTRAR:

DATE RECORDED:

CLERK:

TO THE FACULTY

This form should be used to record all grades submitted after regular end-of-term grading periods.

1. To remove an I grade, please check box No. 1 and type the student's final grade in the space to the right.
2. To submit a grade missing from a student's grade report (IE. NGR). Please check box No. 2 labeled "Grade Missing from Original Report" and type the student's correct grade in the space to the right.
3. To assign a grade for a course in which credit was earned by special examination, check box No. 3. Before this grade can be assigned, the student must have completed an Application for Examination to Establish Credit and have paid the examination fee.
4. To change a previously recorded grade, please check box No. 4 labeled "Change of Grade" and insert appropriate grades. All grade changes for graduate students must be accompanied by a written explanation as to why the change is requested.

EACH UNDERGRADUATE TRANSACTION MUST INCLUDE THE SIGNATURES OF THE FACULTY MEMBER, THE DEPARTMENT CHAIRPERSON, AND THE DEAN.

TRANSCATIONS 1 & 2 FOR GRADUATE STUDENTS MUST BE APPROVED BY THE DEPARTMENT CHAIRPERSON. ITEM NO. 4 (CHANGE OF GRADE) MUST BE APPROVED BY THE DEPARTMENT CHAIRPERSON AND GRADUATE SCHOOL.

TO THE DEAN

Once all appropriate signatures have been obtained, submit the form to the Office of Records and Registration. Please retain a copy for your records.