

REPORT FOR ASSIGNMENT OF TEMPORARY GRADE OF AB OR IN TO UNDERGRADUATES

This completed form should be forwarded with the Official Class Rolls and Grade Report to the Office of the University Registrar, Suite 3100, SASB North. The University Registrar will forward all forms to the students' schools after the grading period.

An **AB**(sent) grade must be assigned:

if the student did not take the final examination and who by having taken the final exam, might have passed the course. The student must obtain an Official Examination Excuse from an academic dean (or the Office of the University Registrar for an excuse authorized by the University Student Health Service) before the final examination can be taken. An excused AB carries the force of an "F" grade until removed and automatically becomes an "F" if not removed within one regular semester. (NOTE: An "FA" is a permanent grade and must be assigned if the student was absent from the final and would not have passed the course, even with a satisfactory grade on the final. The grade of "FA" computes as an "F" in the student's GPA)

An **IN**(complete) grade may be assigned by the instructor:

If the student takes the final examination at the scheduled time but needs to complete some work in the course. An "IN" carries the force of an "F" grade until removed and automatically becomes an "F" if not removed within eight weeks after the beginning of the next regular semester.

Student's Name: _____
(Enter Student's Last, First, Middle)

PID (Person ID): _____
(Enter Student's PID)

School: _____
(Enter Student's School as it appears on Grade Roll i.e., AS, JO, SS, VS, etc.)

Course: _____
(Enter Course Number e.g., ECON 10 Section: E.G., '006' Semester: E.g., Fall, Spring Year: E.g., '1999')

Grade Assignment

AB: Part I

Complete Part I if AB is assigned:

1. If an Official Examination Excuse is (has been) issued, when will you schedule the final examination for this student?
 Fall Spring 1st SS 2d SS
2. Please rate the student's attendance and performance during the semester.
 - a. attendance satisfactory unsatisfactory
 - b. performance satisfactory unsatisfactory
3. Has the student completed all course requirements except the final examination? Yes No
If NO, will you allow the student to complete these requirements? Yes No
If you will allow the student to complete these requirements, please complete items 1, 2, & 4 in Part II of this form.
4. Based on your responses to items 2 and 3 in Part I, can the student pass the course with a satisfactory performance on the final examination? Yes No

IN: Part II

Complete Part II if IN is assigned

1. Has the student been informed of the requirements needed to complete the course?
 Yes No
2. Has the student made arrangements with you to submit this work? Yes No
If YES, briefly describe these arrangements in the comments section (below).
3. Please rate the student's attendance and performance during the semester.
 - a. attendance satisfactory unsatisfactory
 - b. performance satisfactory unsatisfactory
4. Will the student be required to attend a part of your section or another instructor's section of this course during a subsequent semester?
 Yes No

Comments Section (use other side of form if necessary):

Instructor's Name: (print) _____ Date: _____

Instructor's Signature: _____