



Faculty Request for Early Grade Entry

This form is to be used only for a _____ n exceptional student who has completed course work in advance of the 4 week time frame for grade entry _____ .

Only Standard Letter grades will be used

Forms without a student PRN, CRN, _____ or all required signatures _____ will be returned to the department and will
GHOD\ WKH XSGDWLQJ RI WKH VWXGHQW¶V UHFRUG

I request that the grade for _____ during _____ Semester/Term
Subject, CRN, Title
be e nter by Registrar Office _____
Current Grade

This request is based on the following explanation:

- 6WXGHQW¶V NQRZOHGJH H[SHULHQFH HQDEOHG D TXLFNHU FRPSOHWLRQ
- Student already _____ completed lab in previous term and now needs a grade
- Other Explanation:

_____, QVWUXFWRU¶V IDPH _____ Date:
(Please Print)

_____, QVWUXFWRU _____ Date:
Signature