

Statement of Grade

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-1425

PLEASE READ:

Use this form to submit a grade for a student who attended your class but whose name did not appear on your class list at the time of final grading. This situation may occur because the student added the course late or the student attended the wrong section of the course. Do not use this form to change a previously assigned grade; use the *Request for Grade Change* form instead.

1. Use the "Comments" section to explain your reason for submitting this form.
2. Sign and date the form. **The form cannot be processed without your signature.**
3. FAX the form to (901) 678-1425.

Please note that the grade submitted on this form will not be recorded by the Office of the Registrar if the student did not appear on your class role for the following reasons:

- The student's registration was purged or cancelled because of non-payment of fees and a proper reinstatement was not processed and approved; or,
- The student did not register for the course, did not appeal for late registration for the course, or such appeal was denied.

Student U-Number (if available): U _____

Student Name

- Last, First, Middle: _____

Term / Year: Fall Spring Summer / _____

CRN / SUBJ / Crs No / Section: _____ / _____ / _____ / _____

(ex.: 11651 / ENGL / 1010 / 017)

Instructor: _____

Grade: _____

Comments: _____

SIGNATURE STAMP NOT ACCEPTABLE

Instructor's Signature / Date: _____ / _____