

Office of the University Registrar

**Grade Roster Irregularities**

Please use this form to report items such as:

1. If a student's "F" was awarded because he/she never attended.
2. A student who attended class and earned a grade, but never registered.
3. A student who attended a different section than the one he/she was registered for.
4. Other information about unusual circumstances.

These forms will be filed by department, course number and section number, so please submit a separate form for each section of each course.

Department: \_\_\_\_\_

Course Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Semester (please circle one): Fall      Spring      Summer      Year \_\_\_\_\_

<u>Student's name</u>	<u>University Identification Number</u>	<u>Comments</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return this form to Judy Curtis no later than the grade submission deadline.

Office of the University Registrar  
Moulton Hall 107  
Campus Box 2202  
Normal, IL 61790  
Fax: (309) 438-8652