UNIVERSITY OF NEW HAMPSHIRE SPECIAL GRADE REPORT

Form to be filled out in ink by instructor

Student Name _____ ☐☐☐-☐☐-☐☐☐☐

(last name first) Social Security Number

➡ IS NOW ENTITLED TO A GRADE OF ☐

Dept. Name	Course Number	Section	Course Title	Credit Hours

Course taken: ☐ Semester I ☐ Semester II Academic Year _____ Summer _____

REASON FOR CHANGE OF GRADE

☐ Incomplete* ☐ Reported incorrectly ☐ Not reported ☐ Other

Reason: _____

(This line must be completed.)

Approved: _____ Date _____

Instructor

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This form should be forwarded to the student's college dean for approval signature. If the student's college is not known, send the form to the Registrar's Office and it will be forwarded to the appropriate college dean.

Student College: ☐ LS&A ☐ LA ☐ E&PS ☐ WSBE ☐ HHS ☐ GRAD ☐ TSAS ☐ DCE ☐ UNHM ☐ CLL

DATE _____ APPROVED _____

College Dean

*Grades for undergraduate incompletes must be submitted to the Registrar's Office by mid-semester. Graduate incompletes are due by the end of the semester. Students may petition college dean for extension of deadline.

Rev. 9/99

WHITE-Registrar's Copy CANARY-Student's Copy
PINK-College Dean's Copy GOLDENROD-Adviser's Copy

SAMPLE