Cornell University
Manual Grade Form

Student's Name: ___________________________ (Last) (First) (Middle) Student's CUID #: ___________ (7-digit)

Student's Career: UG GR Law Vet GM Student's College/GR Field: ___________________________

Class Information

Term: ___________ Year: ___________ Course College: ___________
Course Subject: ___________ Catalog #: ___________ Component (Section): ___________ Class #: ___________
Instructor Name: ___________________________ Instructor NetID: ___________
Class Title: ______________________________

Grade Information for Student: (Grade only according to the student's grade option for the class)

Credit Hours (Units): ___________ Is this course S/U only? Yes No (circle) Grade: ___________

[ ] Add course (student not on grade roster)

[ ] Late or missing grade [ ] Makeup of incomplete grade
[ ] Grade option change [ ] Credit hour change

Grade changes must have a valid explanation for processing. Do not use if former grade is INC. (See the faculty handbook for information)

[ ] Calculation Error [ ] Entry Error Former grade: ___________

Comments: ___________________________

Approvals

1. Instructor's Signature ___________________________ Date: ___________

2. Student's College Signature ___________________________ Date: ___________

3. Offering College Signature ___________________________ Date: ___________

DO NOT REMOVE ANY COPIES – THEY WILL BE RETURNED AFTER PROCESSING

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