



This form is a template and may be used by an instructor to submit an individual grade (e.g. MRP, project, reading, seminar, etc.) **before** the SGS grade submission deadline. Note: this form does not need to be submitted to SGS but must be retained in the student file.

After the SGS grade submission deadline, graduate units wishing to assign a final grade cannot use this form and, instead, will need to submit a [Late Grade Submission or Grade Revision](#) request to SGS for approval.

SECTION 1: Student Information (To be completed by the course instructor).

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|---------------|-----------------|
| Student Name: | Student Number: |
| Degree: | Graduate Unit: |

SECTION 2: Course Information (To be completed by the course instructor).

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|--------------------|-------------------------|
| Course Title: | |
| Course Instructor: | |
| Course Identifier: | Session Course Offered: |

SECTION 3: Final Grade (To be completed by the course instructor).

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| Final Grade: |
|--------------|

SECTION 4: Instructor & Chair/Director/Graduate Coordinator Approval.

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| Instructor: (sign and print name) | Date: |
| Graduate Coordinator: (sign and print name) | Date: |

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