



## SUPPLEMENTAL GRADE REPORT

*This form may be used to provide a replacement grade for a currently outstanding incomplete grade, or to correct an error made while calculating the initially awarded grade. (Additionally submitted work may only be used to update a grade when the student was assigned an incomplete grade.)*

**Instructions:** Complete form and return it to the Registrar's Office in person or by email. If sending by email, send to [grades-cas@lclark.edu](mailto:grades-cas@lclark.edu). Please note that the form must be sent from your **Lewis & Clark email account**.

### STEP 1 STUDENT AND COURSE INFORMATION

Student Name (First MI Last) \_\_\_\_\_ LC ID# \_\_\_\_\_

Course & Section #: (Ex: HIST-110-02) \_\_\_\_\_ Instructor's Name \_\_\_\_\_

Semester/year: (Ex. Fall 2015) \_\_\_\_\_

### STEP 2 REPLACEMENT GRADE

*Please be sure to use the appropriate letter grade or credit/no credit designation. If you need to verify the grading option contact the Registrar's Office.*

**CHECK ONE:**

- Incomplete grade replacement
- Correction of grading error (Dean's approval required – Registrar's Office will forward to the Dean)

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CHOOSE REPLACEMENT GRADE:**

- |                             |                             |                             |  |
|-----------------------------|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> A  | <input type="checkbox"/> B- | <input type="checkbox"/> D+ | <input type="checkbox"/> CR (Credit/Pass)    |
| <input type="checkbox"/> A- | <input type="checkbox"/> C+ | <input type="checkbox"/> D  | <input type="checkbox"/> NC (No Credit/Fail) |
| <input type="checkbox"/> B+ | <input type="checkbox"/> C  | <input type="checkbox"/> F  |  |
| <input type="checkbox"/> B  | <input type="checkbox"/> C- |                             |  |

Faculty Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Approval (if correction): \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date received: \_\_\_\_\_

FGID     ASTR    Date: \_\_\_\_\_    Initials: \_\_\_\_\_