

UNIVERSITY OF PUGET SOUND
OFFICE OF THE REGISTRAR
FINAL GRADE SUBMISSION FORM

To submit a final grade, please bring the completed and signed form to the Office of the Registrar in Jones Hall, room 13, or email registrar@pugetsound.edu.

Questions? Email Kathleen Campbell, Assistant Registrar for Operations
kcampbell@pugetsound.edu

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|--|-------------------|
| UPSID _____ | |
| STUDENT NAME _____ (Last, First, Middle Initial) | |
| COURSE INFORMATION _____ (Department, Number, Section - e.g. MATH 180B) | |
| TERM AND YEAR _____ | |
| <input type="checkbox"/> Incomplete work was completed on _____ Month / Day / Year | FINAL GRADE _____ |
| <input type="checkbox"/> In Progress work was completed on _____ Month / Day / Year | FINAL GRADE _____ |
| <input type="checkbox"/> Incomplete/In Progress work was not completed. | FINAL GRADE _____ |

Print and sign form and return to registrar@pugetsound.edu. Or, complete form and email from pugetsound.edu address in lieu of signature.

INSTRUCTOR NAME

INSTRUCTOR SIGNATURE

DATE

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