



Division of Enrollment Management and Student Affairs

Office of Records and Registration

Miles Conner Building, 1st Floor

Phone: 410-951-3700

GRADE NOTIFICATION FORM

INSTRUCTIONS: Please complete and return to the **Office of Records and Registration**, located on the 1st Floor of the Miles Connor Building.

Date: _____

Semester: _____
Term Year

Student Name: _____
Last First M.I.

Student ID #: _____

Course Code & No: _____

Section: _____

Student has been contacted: Yes No

If yes, resolution: _____

Dates of Unexcused Absences: _____

I am authorizing the grade of:

AW (Administrative Withdrawal) Instructor is authorized to submit an AW when student exceeds the allowed number of unexcused absences prior to the last day to withdraw from classes.

FX Instructor is authorized to submit an FX when the student exceeds the allowed number of unexcused absences after the last day to withdraw from classes.

NOTE: THE GRADE OF AW AND FX IS IRREVERSIBLE

(This section must be completed by faculty. Please print):

Name: _____
Last First

E-Mail Address: _____

Telephone#: _____

Signature: _____

OFFICE USE ONLY

Date Received _____

Date Processed _____