

Report of Missing Grade – Southwestern University

University policy states that the symbol “X” is to be assigned by the instructor only in cases of suspected academic dishonesty, or where the grade cannot be assigned due to physical inability to access some existing, but missing, piece of required work. The symbol “X” may not be given for the sole reason of permitting additional time to complete assigned course work. If the “X” has not been replaced by 5:00 p.m. on the last day to add courses for the next regular semester, the grade becomes an “F.” With approval from the professor on a petition in writing to the Registrar, students may be granted an extension of the above deadline.

I _____ request that the symbol “X” be
(Instructor’s name printed)

granted to _____
(Student’s name & ID #)

in:

Course number _____

Course name _____

For the _____ Semester.

My explanation of the reason for granting this request:

I understand that the “X” must be removed by 5:00 p.m. on the last day to add courses for the next regular semester or the grade becomes an “F.”

Please attach this form to your completed Grade Roster for the course.

(Instructor’s Signature)

(Date)