

**CAL POLY POMONA
LATE GRADE SUBMISSION**

Any student who is not assigned a grade online during the grading period receives an official grade of "RD" (report delayed). CSU Policy requires that the instructor of record and the department chair be notified within one week of the assignment of RD grades, and that all grade changes from RD to letter grades be recorded with the Registrar's Office.

Quarter: _____

Instructor: _____

Course: _____

Course ID: _____

The reason that the grades were not submitted during the grading period is:

Instructor signature: _____

Date: _____

I acknowledge that these grades were not submitted by the end of the online grading period. If the box below is checked, I recommend that this instructor be allowed to complete the pre-printed Change of Grade forms.

A reason beyond the instructor's control prevented these grades from being submitted by the end of the online grading period.

Dean signature: _____

Date: _____

Received by Registrar Office: _____

Date: _____