



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 _____