



MADISON COLLEGE

Grade Update Form

Staff Use Only

INSTRUCTIONS - Instructors without Faculty Center access may submit this form to change or add a grade. Prior to submitting this form, please attempt to sign on and submit grades via the Faculty Center.

STUDENT INFORMATION

Student Name (Last) _____ (First) _____ (M.I.) _____

Student ID No. (7 digits) _____

CLASS INFORMATION

Class Number (5 digits) _____ Course Title _____

Academic Year (yyyy-yyyy) _____ Term Fall Spring/Interim Summer

GRADE INFORMATION

Valid Grades - Degree: A, AB, B, BC, C, D, I = Incomplete, AU = Audit, F1 = Fail (student attended at least one class but failed to meet class attendance requirements), FX = Fail (student attended most or all class meetings but failed to meet class requirements), N = Nonattendance (student never attended class). **Non Degree:** S = Satisfactory, U = Unsatisfactory, P = Pass (Basic Education courses).

Grade* _____ Action: Grade Change
 First Grade
 Remove "N" Grade to allow the student to drop the class during the refund period

Hours Present _____ *If adding/changing grade to F1, last date of contact required (mm/dd/yyyy) _____

Reason for grade change or late grade:

INSTRUCTOR SIGNATURE

Instructor Name _____ Employee ID Number _____

Instructor Signature _____ Date _____

CENTER APPROVAL

Dean/Associate Dean Name _____

Dean/Associate Dean Signature _____ Date _____

SUBMISSION INSTRUCTIONS

Submit signed, completed form to the Truax Enrollment Center, or scan and email to intake@madisoncollege.edu.

Questions? For further assistance with this form, search FAQs or submit a Records category question on askMadisonCollege, phone (608) 246-6210 or visit the Enrollment Center in person.

Truax, Regional & Metro Campus Staff - Date stamp, scan and email to intake@madisoncollege.edu.

Staff Name _____ Date Received _____