



UNIVERSITY OF NEW ENGLAND

Faculty Request for Early Grade Entry

This form is to be used only for an exceptional student who has completed course work in advance of the 4 week time frame for grade entry.

Only Standard Letter grades will be used

Forms without a student PRN, CRN, or all required signatures will be returned to the department and will delay the updating of the student's record.

Student's Name: _____	PRN: _____
Email Address: _____	

I request that the grade for _____ during _____
Subject, CRN, Title **Semester/Term**

be enter by Registrar Office _____
Current Grade

This request is based on the following explanation:

- Student's knowledge/experience enabled a quicker completion*
- Student already completed lab in previous term and now needs a grade*
- Other Explanation:* _____

Instructor's Name _____ **Date:** _____
(Please Print)

Instructor's Signature _____ **Date:** _____

Program Director Signature _____ **Date:** _____

REGISTRAR'S OFFICE
 Biddeford Campus 11 Hills Beach Road (Decary Hall, Room 114) Biddeford, Maine 04005
 Phone: (207) 602-2473 Fax: (207) 602-5927
 Portland Campus 716 Stevens Avenue (Hersey Hall, Room 119) Portland, Maine 04103
 Phone: (207) 221-4200 Fax: (207) 221-4898
 Website: www.une.edu/registrar