

Mark Explanation Form

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Instructions

1. Fill in one form for each student who did not receive a numeric grade.
2. Submit the completed form to Tammy Schmidt.

Instructor

Name	Subject and Catalog Number (e.g., ECE 250)
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Student

UW Student ID Number 	Surname	Given Name(s)
Faculty/Plan <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Computer Engineering	Term <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Fall 20 ____	

Instructions

Check one or more of the final grades below which suitably describe the reason for submitting a non-numeric grade. If the first three cases do not adequately describe the justification for the indicated grade, please check **Other** and enter the requested information.

Grade assigned

DNW (Did Not Write (the final examination)): The student did not write the final examination and did not provide an adequate reason or supporting documentation justifying his or her absence in the 48 hours following the examination.

INC (Incomplete): The student did not write the final examination because of an acceptable reason and the student has provided adequate supporting documentation within 48 hours of the final examination to justify his or her absence. Check one of the following:

- I (the instructor), in consultation with the student, will administer the deferred exam.
- I want the student to write the deferred exam at the next offering of the course. (Note: this may result in a student being unable to enroll in a future term.)

INC (Incomplete): The student has not yet completed some component of the course (e.g., a lab report or a project) that must be done before a final numeric grade can be computed.

Note: After the student has done what is required to earn a numeric grade (e.g., writing a deferred exam and/or submitting the required course work), compute the student's final grade and submit a completed Grade Revision Form to the individual named at the top of the page.

Other State what non-numeric mark you assigned and explain why the mark was awarded and, if applicable, what the student must do in order to receive a numeric grade.