

The Metropolitan State College of Denver

Office of the Registrar

Grade Assignments for Correspondence Courses from CC to a Grade

Instructions for faculty:

1. The appropriate faculty person must complete this form.
2. For use with students who are being assigned a letter grade who were previously assigned a continuing correspondence (CC) grade notation.
3. Consult the **Grading Policies and Procedures Handbook, July 2006**, to determine rules for grade changes and grade notations.

Section I

Student Name _____ Student ID 900- _____

Term/year of original registration _____ / _____ CRN _____

Department/Course# _____ / _____

Credit Hours _____ Grade Assigned _____

Section II

The Grade, noted above, is assigned based on the completion of this Correspondence Course.

Signature

Course Instructor

Date

Correspondence staff:

Please ensure this completed form is submitted to the Registrar's office, CN-105.