**[Insert Department/Program Name]**

**Final Grades Form**

**[Insert Semester]**

**Course Code and Title:**

**Section Number:**

**CRN:**

**Part I: Final Grades of all Students in the Section**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Student name** | **Student ID** | **Final Grades** | **Letter Grade** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
| **11** |  |  |  |  |
| **12** |  |  |  |  |
| **13** |  |  |  |  |
| **14** |  |  |  |  |
| **15** |  |  |  |  |
| **16** |  |  |  |  |
| **17** |  |  |  |  |
| **18** |  |  |  |  |
| **19** |  |  |  |  |
| **20** |  |  |  |  |
| **21** |  |  |  |  |
| **22** |  |  |  |  |
| **23** |  |  |  |  |
| **24** |  |  |  |  |
| **25** |  |  |  |  |

**Part II: Grade Distribution and Justification**

1. **Graphical Grade Distribution:**

*Please add the graphical grade distribution:*

1. **Justification if the combined grades of A and (B & B+) exceed 40% in the section, if applicable:**

|  |
| --- |
|  |

1. **Justification if the combined grades of F and (D & D+) exceed 40%, if applicable:**

|  |
| --- |
|  |

***Note:*** *The final grade form will be submitted within 48 hours after the exam is conducted.*

The final grades have been shared and reviewed by

**Instructor:**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Program Coordinator/Chair of Curriculum Committee:**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Head of Department:**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_