ROTC Estimated Grade Form

Office of the Registrar

Student ID	Student Name – First and Last	Date

ROTC students must be commissioned through ROTC directly following the completion of the current semester. Please refer to the Graduation Services webpage for information regarding ***Information for ROTC Degree Candidates***.

- Students should submit their request to each Professor **no earlier** than 1 week prior to the last day of classes for the degree candidacy semester including Summer Session 1.
- Students should submit their completed form to Gradservices@arizona.edu **no later** than 3pm on the last day of finals for the degree candidacy semester including Summer Session 1.

BEFORE CERTIFICATION FOR COMMISSIONING CAN BEGIN:

- **Courses:** You must be registered for ALL remaining required courses.
- **Degree Check Adjustment Form:** Your Degree Audit Worksheet (DAW) must be submitted to the Graduation Services Office with all correct adjustments and appropriate dates and signatures.
- **Incomplete UA grades:** If you have an outstanding incomplete for a required course, the Office of the Registrar must receive an official grade change form from the department awarding the final grade.
- **Correspondence courses:** If you have an outstanding required correspondence course, UA Outreach College must submit an official grade in UAccess.
- **Transfer courses:** You must have the Estimated Grade From electronically signed with an estimated grade by the instructor at the transfer institution. You will still need to submit official transcripts to the Registrar's Office* when your final grade is posted on the transfer institution's transcript.

***Send transcripts electronically:**

REG-transcripts@email.arizona.edu

Mail transcripts to:

Registration & Transcripts
The University of Arizona
Administration Building, Room 210
PO Box 210066
Tucson, AZ 85721-0066

Student: You must submit the completed Estimated Grade Form to Gradservices@arizona.edu by 3:00 p.m. on the last day of finals. The letter grade, instructor **electronic signature**, and date for EACH course in which you are enrolled for the semester must be included on the form. Failure to complete any of the above steps will result in a delay of commissioning.

Instructor: Indicate below the estimated final grade that this student will receive in your course and **sign electronically**. The grades listed here will be verified with the official final grades presented by each instructor.

Department	Course Number	Section	Units	Estimated Final Grade	Instructors Signature	Dated Signed
(example) NS	*402*	*001*	*3*	*A*	*Professors signature*	*Date*