

### Early Grade Release

This form is used to request the early grade release to a student's home institution. Students requesting early release should complete this form and then submit it to his/her instructor.

**Students:** In order to request final grades, an official transcript request must be submitted to the Registrar

**Instructors:** The early release of a grade is not required. If you decide to release the grade early, please key the final grade in eTC by the first day of exams. Please return a copy of this form to the Registrar.

Last Name  First Name  Middle Name

Student ID: 

T									
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Year 

2	0		
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 Semester (Check One) 

FA	SP	SU
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CRN 

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 Course Prefix/Number 

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

10/16 **Student Data Center/Registrar's Office Use Only**

Date Keyed: \_\_\_\_\_ Initials: \_\_\_\_\_

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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