Aims Community College

EARLY GRADE REQUEST

STUDENT INSTRUCTIONS

In order to receive an early grade for a course that has been completed, the student must follow these steps.

- ❑ Student fills out this "*Early Grade Request"* form and returns form to the Admissions & Records Office. Student's signature is required to release transcript.
- ❑ Student contacts instructor(s) and requests instructor(s) to submit grade for course(s) on a final grade roster with a notation on the roster that the grade needs to be recorded early. If the instructor is unavailable, student must contact the division office.

When all rosters with requests for early grades are received in the Admissions & Records Office, grades will be entered and transcripts will be issued. Please note that all "holds" for financial or student loan obligations must be cleared by the student before transcripts can be issued.

STUDENT INFORMATION

Student Name _____ Aims ID_____-_____-_____

Student Address _____
Street City State Zip Code

Student Telephone # _____ _____
Evening Day

Reason for Requesting Early Grade: _____

❑ I will pick up transcript.
❑ Please mail transcript.

_____
Student Signature

Please mail transcript to:

Name _____

Mailing Address _____

COURSE INFORMATION

CRN	COURSE	COURSE TITLE	COURSE ENDING DATE	INSTRUCTOR NAME
example: *31099*	*ENG121D*	*English Comp I*	*March 14, 2000*	*S. Johnson*

OFFICE USE ONLY

REQUEST TAKEN/RECEIVED: Date _____ By _____

GRADE RECORDED: Date _____ By _____

TRANSCRIPT SENT: Date _____ By _____

DISTRIBUTION: WHITE - ADMISSIONS & RECORDS OFFICE
YELLOW - STUDENT