

## INSTRUCTIONS AND INFORMATION FOR STUDENTS AND FACULTY

### NOTE TO STUDENT:

Due to course delivery and content, instructors may not agree to participate in the early grade release process. **Please contact your instructor(s) before the end of the first week of the semester** to inquire if they are willing to participate in releasing your grade(s) early. This would require you to complete the work and take the final(s) at an earlier date. If the instructor elects not to participate, it is your responsibility to either locate another instructor who is willing to participate, enroll in the course at your home institution or check with your home institution advisor regarding an alternative course of action. Partial or in-progress grades cannot be transferred. An official transcript will be sent to your home institution. Your signature on the form grants Columbus State Community College permission to release your grade(s) to your home institution and verifies that you are a current term graduate of another institution. **This form cannot be processed without *all* of the fields completed for both the Student Information section and the Course Information section. This form will not be processed for non-graduates or for courses taken during previous terms.** You will not need to purchase a transcript to be sent to your home institution to transfer the current semester's grades. **This form will not be processed if all fields are not completed and if the form is not received by the deadline stated below.** *Both pages of this form must be given to the instructor. Please copy the contact information below for any questions or concerns.*

### NOTE TO INSTRUCTOR:

The student named on the accompanying form is graduating this semester from *another* institution and is requesting his or her grade in this course be transferred to their home institution through the Office of the Registrar. **The early release of the grade is not required and you may choose not to release the grade at an earlier date than the standard grade deadline.** If you decide not to release the grade early, please inform the student immediately. If you decide to release the grade early, please return the completed form as indicated **by the deadline stated below**. The final grade stated on the form must be the grade that will appear on the student's official transcript.

**STUDENTS MAY NOT DELIVER THIS FORM.** Instructors, please return this form only via interoffice mail, e-mail or personal delivery by a Columbus State Community College employee. Faxed copies will not be accepted. Scanned copies sent via a Columbus State Community College employee e-mail address are acceptable. Identification **will** be checked if delivered in person. **Do not fax this form to the other institution.** This form is processed by the Office of the Registrar at Columbus State Community College. For any questions or concerns please e-mail [earlygrade@csc.edu](mailto:earlygrade@csc.edu) The form is to be returned to:

**IN PERSON:** STUDENT CENTRAL, UPPER LEVEL, MADISON HALL

**E-MAIL:** [earlygrade@csc.edu](mailto:earlygrade@csc.edu)

by **4:30 p.m.** on:

**SUMMER SEMESTER 2017:** July 28, 2017  
**AUTUMN SEMESTER 2017:** December 08, 2017  
**SPRING SEMESTER 2018:** April 27, 2018  
**SUMMER SEMESTER 2018:** July 27, 2018  
**AUTUMN SEMESTER 2018:** December 07, 2018  
**SPRING SEMESTER 2019:** April 26, 2019

Submitted to Graduating Institution by:

**SUMMER SEMESTER 2017:** August 02, 2017  
**AUTUMN SEMESTER 2017:** December 13, 2017  
**SPRING SEMESTER 2018:** May 02, 2018  
**SUMMER SEMESTER 2018:** August 01, 2018  
**AUTUMN SEMESTER 2018:** December 12, 2018  
**SPRING SEMESTER 2019:** May 01, 2019

**THE COMPLETION OF ALL FIELDS REQUIRED FOR THE PROCESSING OF THIS FORM**

**THE EARLY GRADE RELEASE PROCESS IS AVAILABLE ONLY TO CURRENT SEMESTER STUDENTS WHO WILL BE GRADUATING FROM ANOTHER INSTITUTION AT THE END OF THIS CURRENT SEMESTER.**

**INSTRUCTORS:** Please review the attached Instructional Guide Sheet for more information. It is required that the student provide the Instructional Guide Sheet with this form.

**STUDENTS MAY NOT DELIVER THIS FORM.**

Please return only via interoffice mail, or personal delivery by a Columbus State Community College employee. Faxed copies will not be accepted. Scanned copies sent via a Columbus State Community College employee e-mail address are acceptable. Identification will be checked if delivered in person. **Do not fax this form to the other institution.** This form is processed by the Office of the Registrar at Columbus State Community College. **Copies faxed to CSCC will not be processed.** For any questions or concerns please e-mail [earlygrade@csc.edu](mailto:earlygrade@csc.edu) The grade is to be returned to:

**IN PERSON:** STUDENT CENTRAL, UPPER LEVEL, MADISON HALL

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**STUDENT INFORMATION**

Please print clearly - To be completed by the Student

**This form will not be processed if all fields are not completed correctly.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cougar ID Number \_\_\_\_\_ University ID Number (e.g. BuckID): \_\_\_\_\_

Institution to which the grade should be sent: \_\_\_\_\_

Name of Coordinator of Graduation at the graduating institution: \_\_\_\_\_

**If graduating from The Ohio State University:** College from which you are graduating: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

**STUDENT SIGNATURE (Required):** \_\_\_\_\_

**COURSE INFORMATION**

Please print clearly - To be completed by the Instructor

**This form will not be processed if all fields are not completed correctly.**

Course Name (e.g.: ENGL 1100): \_\_\_\_\_

Course Title per CSCC Catalog (e.g.: **Composition I**): \_\_\_\_\_

Number of credit hours: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

**Final** grade earned: \_\_\_\_\_ (By your signature below, you guarantee that this is the grade that will appear on the student's official transcript.)

Instructor name (Please Print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTOR SIGNATURE (Required):** \_\_\_\_\_