

Early Grade Release Form for Graduates of Other Institutions

Student Central
Madison Hall 201
518 Mt. Vernon Ave.
Columbus, OH 43215
earlygrade@csc.edu

Note to Students

- **Students should contact their instructor before the end of the first week of the semester to inquire if they are willing to participate in releasing your grade early.** Due to course delivery and content, instructors may choose not to participate in the early grade release process. If the instructor chooses not to participate, it is the **STUDENT'S** to find a different course or alternative solution.
- Once a student has received confirmation from their instructor of their participation, they should complete the student portion of this form and submit it to their instructor by the stated deadlines on the Early Grade Release website here at this link: <https://www.csc.edu/services/student-forms/early-grade-release.shtml>

Note to Instructors

- The purpose of this form and process is to enable a student who is graduating from another institution this semester to request the release of their grade in your course to their home institution prior to the conclusion of the College's semester through Curriculum Management/Registrar.
- **The early release of the grade is not a requirement, and you may choose not to release the grade earlier than the standard grade entry deadline.** If you decide to not release the grade early, please inform the student immediately.
- If you decide to participate in this process, please complete the instructor portion of this form and return it by the stated deadline on the Early Grade Release website here at this link: <https://www.csc.edu/services/student-forms/early-grade-release.shtml>
- The final grade stated on the form **MUST** be the same grade that will appear on the student's official transcript once semester grading for all students is complete.

Instructions for Submission of this Form

- **STUDENTS MAY NOT DELIVER THIS FORM.** Instructors, please return to this form via email to earlygrade@csc.edu from your official college email address. In person delivery can be made by a CSCC employee with a valid ID at Student Central (Madison Hall 201). Faxed copies will not be accepted.
- Please do not deliver this form in **ANY** format to the student's home institution. This form is processed, and the other institution is contacted by Curriculum Management/Registrar at Columbus State.
- Please address any questions or concerns regarding this process or form to earlygrade@csc.edu

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Instructions

1. Students will complete all requested information in the “Student Information” box. Please print clearly and complete all fields.
2. Students gives the form to their instructor. PLEASE NOTE- students should complete one form for each course/instructor requiring early grade release.
3. The instructor completes the requested information in the “Course/Instructor Information” box. Please print clearly and complete all fields.
4. Completed forms should be submitted per the instructions on the front page of this form by the required submission dates either via email at earlygrades@csc.edu or in person at Student Central.

Student Information

Student Name: _____

Phone Number: _____ CSCC Student Email Address: _____

Cougar ID Number: _____ Graduating Institution's Student ID#: _____

Graduating Institution: _____

Name of Graduation Coordinator (or other staff member responsible for graduation) at graduating institution:

If graduating from The Ohio State University, please list the college from which you are graduating:

Your signature on this form verifies that you are a current term graduate of another institution and grants Columbus State Community College permission to release your grade(s) to your home institution via your official college transcript.

Student Signature (Required): _____ Date: _____

Course/Instructor Information

Instructor Name: _____

Course Department and Course Number (ex. ENGL 1100): _____

Course Title (as stated in CSCC Catalog- ex. “Composition I”): _____

Number of Credit Hours: _____ Semester and Year: _____ **FINAL GRADE EARNED:** _____

Your signature on this form verifies that the grade you indicated above as “Final Grade Earned” will be identical to the grade appearing on the student’s official academic record.

Instructor Signature (Required): _____ Date: _____