EARLY REPORT OF GRADES

Enrollment Management | registration@vpcc.edu
Hampton Campus, Kecoughtan Hall | Williamsburg Campus, Student Services

Grades are posted on the official transcript at the end of each session. Please refer to the academic calendar for grade posting due dates. If you need your grade reported to your home institution before the grade posting due dates, please complete Part I and present the form to your instructor for completion of Part II. A form must be completed for each grade requested.

Part I. (*To be completed by student*)

Name: _____ ID#: _____
Last First Initial

Address: _____

_____
City State Zip Code

Course: _____ Year: _____

☐ Mail Final Grade to:

☐ For developmental studies courses, mail test scores and/or final exam score to:

Office or Person: _____

Complete Mailing
Address Required: _____

_____
City State Zip Code

Please release information regarding my course work at the college for the course indicated above.

_____ _____
Student's Signature Date

Part II. (*To be completed by Instructor*)

1. The above student has received the following final grade of _____ in the course indicated above.
2. For developmental study courses, the above-named student has received the following test and examination scores. No average is calculated in Developmental Studies. Competency-based instruction is used.

_____

_____

3. The above-named student has not completed the course, but at this time is doing:

☐ Satisfactory

☐ Unsatisfactory

_____ _____
Instructor's Signature Date