**VIRGINIA PENINSULA® COMMUNITY COLLEGE**

**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