

# MUSKINGUM UNIVERSITY

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## GRADUATE & CONTINUING STUDIES

### **STUDENT GRADE CARD REQUEST FORM**

Please complete this form, sign at the bottom, and submit it to the Graduate & Continuing Studies Office, 117 Montgomery Hall, for processing.  
You may also fax the form to us at 740-826-6038.

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_

**Request:** I hereby request that a grade card for the following semester and year be produced or processed for me.

**\*\* Please note, upon request all grades may not be posted. \*\***

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

#### **Distribution:**

I will pick up the document in 5 business days.

Please mail to or fax to: *(There is a 5 day turnaround time once the request has been received.)*

Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

**Certification:** I understand that the University is not responsible for documents lost in the mail or returned because of an incorrect address. I also understand that I must present a photo ID before a document will be released to me. I also certify that my account balance for this semester is zero.

**\*\* If a student owes a balance, the request will be denied. \*\***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **For office use only:**

Picked up

Mailed

Faxed

Initials: \_\_\_\_\_

Date: \_\_\_\_\_