

# REQUEST FOR GRADES

The George Washington University  
Office of the Registrar @  
Colonial Central  
Marvin Center Ground Floor  
Phone: (202) 994-4900  
Fax: (202) 994-0282

## SUBMISSION INSTRUCTIONS:

If you are submitting your request in person, please visit the Office of the Registrar @ Colonial Central, on the Ground Floor of the Marvin Center on 21<sup>st</sup> Street NW.

If you are mailing your request, please submit it to:  
Office of the Registrar, 44983 Knoll Square, 2<sup>nd</sup> Floor, Ashburn, VA 20147

Grade requests will be processed within five business days of receipt of your request. Although final grades should be available two weeks after the end of the semester, it is the student's responsibility to ensure that all grades are posted in GWeb before submitting this request. Grades can only be requested for one semester prior to the current term.

## STUDENT INFORMATION

Name: \_\_\_\_\_ GWid: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Semester being requested: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
(please enter the year)

CHECK HERE TO HOLD GRADE REQUEST UNTIL ALL GRADES ARE POSTED [ ]

## DELIVERY METHOD

[ ] Fax Attention: \_\_\_\_\_ Fax Number: \_\_\_\_\_

[ ] Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

By signing this request, I authorize The George Washington University to produce a letter verifying my grades for the semester listed above. By choosing to have my grades faxed, I understand that confidential information may not be transmitted securely and I agree to release the Office of the Registrar from any and all liability.

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

### FOR OFFICE USE ONLY

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_