

Request for Disclosure of Grades

Please read the Grade Request Protocols and then fill this form out in its entirety. All information on this form will be used only to evaluate and fulfill the request per our policies. It will not be disclosed, stored or used for any further purpose. **Please print. Allow at least 1 week.**

Full Name: _____ SFU Student #: _____

Date (YY-MM-DD): ___-___-___ SFU E-Mail Address: _____

I am requesting that my grades be released for the following courses under the following TAs, TMs, Sessionals or ELC-ITP Instructors:

Course	Instructor/TA/TM Name	Instructor/TA/TM E-Mail

Reason for Request:

- I am graduating this semester I am applying to a graduate or other programme
 I am in danger of being deported I have a scholarship with a GPA requirement
 Other (Please Give Details)

Details for above: Attach additional pages if necessary. The more detail, the better.

I require my grades to be released by no later than: (YY-MM-DD) ___-___-___

Attach relevant documentation. (E.g., calendar excerpts, proof you are currently receiving a given scholarship, notices in re: visa status, etc.)

I, the undersigned, do solemnly swear and/or affirm that in submitting my Request for Disclosure of Grades, the information that I have provided is full and complete to the best of my knowledge, belief and information. I further do solemnly swear and/or affirm that I have made no omission in my statement. I understand that the final decision on this request will be provided to me and shall come solely from the authorized agents of the Teaching Support Staff Union, and I shall accept the final decision of the Teaching Support Staff Union. I further agree that the contents of this form and the contents of the Teaching Support Staff Union's decision are confidential and not to be shared, distributed or forwarded to any third party.

Signature