

## Request for college mid-semester grades

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

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

College: \_\_\_\_\_

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

In order to give your application the fullest and fairest possible consideration we require the mid-semester grades for your courses in progress. Actual letter grades are required, not simply Pass/Fail or Satisfactory/Unsatisfactory.

**Please submit either of the following:**

1. A photocopy or e-mail of your mid-semester grade report.  
or
2. Mail / fax this form with the information and necessary signatures listed below:

**List all courses in progress for the current semester**

CATALOG #	COURSE TITLE	CREDIT HOURS	GRADE	INSTRUCTOR'S SIGNATURE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Mail this form to:**

SUNY Cortland  
Admissions Office  
PO Box 2000  
Cortland, NY 13045

**fax to:**

607-753-5998

**e-mail to:**

[admissions@cortland.edu](mailto:admissions@cortland.edu)

**A decision on your application will not be made until this information is received. The information listed on this page will be compared with your final official transcript due in our office no later than one week before the beginning of the semester. Any deliberate falsification or omission of application data may result in withdrawal of admission or dismissal from the college.**