

# HBU

HOUSTON BAPTIST  
UNIVERSITY

Office of the Provost  
Tel 281-649-3232  
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[OfficeOfTheProvost@hbu.edu](mailto:OfficeOfTheProvost@hbu.edu)

The Office of the Provost has determined that all course grades will be released by the Registrar's office at the end of each term, and only by the Registrar's office. That is, we will return to an older method used at HBU that follows best practices in higher education and provides a more orderly way of disseminating course grades and diminishes the risk of confusion. With only one source of announcement of grades, coming from the Registrar which is the university's official record keeper, the university can maintain quality control. Course grades will no longer be given out in any other way, including on Blackboard course sites. Faculty will not release information that reveals course grades, such as final exam grades, until after the Registrar has released course grades for all students. Please note also that unofficial transcripts and transcripts issued to students will not be available until the specified grade release date as well.

Students may petition the Provost's office to receive their grades earlier than the Registrar's official release date for a very limited set of justifications, such as transferring credit to another institution or to satisfy an employer's request for this information for tuition reimbursement. Please note that these requests can be honored *only if they are accompanied by proper documentation from a third party.*

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

Student H Number: \_\_\_\_\_

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Initial

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

Date of Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you attached supporting documentation?

Yes \_\_\_\_\_

No \_\_\_\_\_

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**Approved**

**Disapproved**

\_\_\_\_\_

**Provost**