

Expedited Grading Request

If you would like to expedite the grading process, we will grade your course materials and report a letter grade to our Registrar within 5 business days (from the time your coursework is received in the Distance Learning Center). The expedited grading fee is \$75.00 per course. You must submit a check payable to Drake University or a credit card number along with this form.

Your transcript will be sent to you after your grade is entered into our system. If you are in urgent need of your transcript, you may contact Student Accounts to have your transcript sent overnight. For more information call 1-800-44 DRAKE ext. 3091.

PLEASE NOTE: When sending your materials to us, make sure all of your coursework is included. If we find you are missing coursework, we will not be able to expedite your grade within the initial five day period. Please recognize that there are NO REFUNDS!

Your materials will not be expedited if your credit card payment is not approved/you do not have sufficient funds in your account.

Date: _____

Name: _____

Social Security Number or Drake I.D. Number: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Course Name and Number: _____

Semester You Are Enrolled In: _____

I am paying with a: **Visa** **MasterCard** **Personal Check (must be enclosed)**

Credit Card Number: _____

Expiration Date: _____ Amount to be Charged to your Account: _____

Signature: _____