

**INSTRUCTIONS FOR HAVING GRADES
TRANSFERRED FROM ANOTHER INSTITUTION**

In order to preliminarily clear your records, we should receive grade(s) for transfer course work by **August 14, 2009**. Your instructor will submit grades to their school registrar, who may in turn e-mail our office with those grade(s). Please inform them of the e-mail address for grade submission: grad_ofc@tamu-commerce.edu - this allows us to have an unofficial record from the institution and serve you more quickly.

An official transcript from the other institution must be submitted to the Office of the Registrar no later than August 28, 2009.

Texas A&M-Commerce
Office of the Registrar
P.O. Box 3011
Commerce, TX 75429-3011
Grad_ofc@tamu-commerce.edu