

Luther Seminary
2481 Como Avenue
St Paul MN 55108

LETTER GRADE/COMMENT REQUEST FORM

The student completes the top portion of this form and submits it to the instructor within the first 10 days of the semester for 13-week courses
or
within the first 5 days of 6-week sessions/J-Term/Summer sessions.

Student's Name: _____

Course # and Title: _____

Term and Year: _____

_____ Check here for comments only.

Note to student: When returned by instructor, a copy of this form will be placed in your academic file.

For Instructor only:

Note to instructor: Make a copy for your personal file. Return this completed form to the Registrar's Office, at the end of the term, with your official grade sheet. Grades are not recorded using this form. Grades are recorded only from the official grade sheet.

Letter grade submitted: _____

Instructor's Comments:

Instructor's signature/Date