

Luther Seminary  
Registrar's Office  
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:

Instructor:

Term and Year:

### **Check the boxes that apply:**

Check here for A-F letter grade.

Check here for written comments.

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

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### **For Instructor use only.**

*Note to instructor: Return this completed and signed form to the Registrar's Office, at the end of the term, with your official grade sheet. Electronic version\* must be printed out. Make a copy for your personal file. Grades are not recorded using this form. Grades are recorded only from the official grade sheet.*

Letter grade submitted:

Instructor's Comments:

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Instructor's signature/Date

\*Electronic version available to instructors as a template in the Faculty folder. Form completed electronically must be printed out, signed and submitted in paper form to the Registrar's Office. Electronic version can only be "saved as" in another folder.