



Martin Luther College

Change of Grade Form

To be used for:

- errors in grade submissions
- replacing incompletes with A-F

Student: _____

Course Number & Section : _____

Course Title: _____

Semester: _____

Change grade from: _____ to _____

Reason for Grade Change:

The deadline for grade changes is six weeks after the course was completed. An incomplete (I) must be removed by mid-term of the following semester.

Professor's Signature

Date

V.P for Academics' Signature

Date