



Northshore Technical Community College

Request to Change Grade Form

First Name (Print): _____ Last Name (Print): _____

Current Semester & Year _____ LoLA Number: _____

Course & Number	Section	Credit Hours	Previous Grade	Revised Grade

Reason for Change:

Select one of the following:

___ Removal of Incomplete Grade ("I") and Contract Completed on _____

___ Correction of Grade (Attach copy of grade book and/or attendance record)

Student Signature

Date

Faculty of Record

Date

Vice Chancellor of
Academic Affairs

Date

Director of Enrollment
Management

Date