

LETTER GRADE REQUEST

To minimize difficulties encountered in the fall semester, we have developed the following streamlined process:

1. Student requests letter grade from professor (Deadline – End of 2nd Week Classes)
2. Professor sends e-mail to Lina Briscese (lbrisces@hunter.cuny.edu) by end of 3rd week of classes with list of students who will receive letter grades in their section
3. Student Services will send an e-mail confirmation to students (with notation that- once requested- they may not rescind)
4. Student Services will create an excel spreadsheet for all approved requests
5. Student Services will send an e-mail reminder of letter grade request to professors prior to end of semester
6. Professors may send students to Student Services regarding requests made past the deadline or requests to rescind.