

LETTER GRADE REQUEST: UPDATED PROCEDURE 9.18

- Student requests letter grade from professor (Deadline for students: End of 2nd Week Classes)
- Professor sends e-mail to Lina Brisce (lbrisce@hunter.cuny.edu) by end of 3rd week of classes with list of students who will receive letter grades in their section
- Student Services will send an e-mail confirmation to students (with notation that- once requested- they may not rescind) and copy professors

If Professors are sharing this info with students, please only send information above!

- Student Services will create an excel spreadsheet for all approved requests
- Student Services will send an e-mail reminder of letter grade request to professors prior to end of semester
- The stated deadline for letter grade requests is to allow professors the option of declining requests that they feel come in too late in the semester. Student Services will honor any letter grade requests that professors deem appropriate.
- If students remain insistent in requesting a letter grade after the deadline, professors may send students to Student Services for follow up/further discussion.