Requesting a Letter Grade

Request for letter grades must be submitted to the instructor in writing **no later than the second class of the semester**. The request form is located on our website under Quicklinks/Forms, or in Enrollment Management with Juan Santiago.

The forms should be returned to Juan Santiago at front desk or via email jasanti@hunter.cuny.edu

**No form will be accepted after the second class of the semester.**

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**Request Letter Grade Form**

Please be advised that this form is to be initiated by the student and completed and submitted to the Department of Enrollment Management and Records on the 7th Floor. Once scanned, the form will be placed in the faculty’s mailbox for their records. The request for a letter grade must be submitted to the instructor in writing no later than the second class of the semester. No form will be accepted after the second class of the semester.

**Student Section:**

Last Name:_______________________________________ First Name:______________________________

EMPL ID:_________________ Email Address:_______________________________________@hunter.cuny.edu

Term: ☐ Fall ☐ Spring ☐ Summer  Course Number:___________________ Section:___________________

☐ Request for a letter grade: Please note: **The grade of B- is a failing grade at the graduate level.**

________________________________________________  __________________________________

Signature of Student           Date

___________________________________     ______________________________ ________________

Faculty Name      Signature of Faculty    Date

NS08731/2014