LETTER GRADE REQUEST: UPDATED PROCEDURE

• Student requests letter grade from professor (Deadline – End of 2nd Week Classes)

• 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

• Student Services will send an e-mail confirmation to students (with notation that- once requested- they may not rescind)

• 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

• Professors may send students to Student Services regarding requests made past the deadline or requests to rescind.