

LETTER GRADE REQUEST: UPDATED PROCEDURE

- Student requests letter grade from professor (Deadline – End of 2nd Week Classes)
- Professor sends e-mail to Lina Briscece (lbriscece@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.