**This can be done with the signed approval of each individual professor/separate forms for each course where a letter grade is requested:**

A Students’ requests for letter grades must be submitted by the last day of the second week of the semester. They are submitted to:

Lina Briscese in the Office of Student Services-3rd Floor Silberman School of Social Work

Please note:

- Once submitted, this request cannot be reversed
- Forms can be downloaded online [go to Silberman Website under “forms”] or request a hard copy from an academic advisor on the 4th floor
- Please retain a copy of the signed form for your records

---

**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 Student Services on the 3rd 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: ___________________________________________________@myhunter.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

Print clearly-Faculty Name-   ___________________ Signature of Faculty   Date

NS08731/2014