



# JOHN F. KENNEDY UNIVERSITY REQUEST FOR LETTER GRADING

Deadline for submission to the Registration Office: Only those requests will be considered that have all required signatures and are received in the Registration Office before the start of the next meeting after the deadline.

<b>Units</b>	<b>Class must have met no more than:</b>	<b>Units</b>	<b>Class must have met no more than:</b>
0.5	2.0 hours	2.5	8.5 hours
1.0	3.5 hours	3.0	10.0 hours
1.5	5.0 hours	4.0	13.5 hours
2.0	7.0 hours	4.5	15.0 hours

\_\_\_\_\_  
5-digit Student ID #

\_\_\_\_\_  
Last name                      First name                      Quarter & Year

DEGREE \_\_\_\_\_ MAJOR \_\_\_\_\_

LETTER GRADING IS REQUESTED FOR THE FOLLOWING COURSE(S):

A.				
	Course #	Section	Course Title	Units
<b>◆◆◆ Instructor's Signature (Required)◆◆◆</b>			<b>Date of recommendation</b>	

B.				
	Course #	Section	Course Title	Units
<b>◆◆◆ Instructor's Signature (Required)◆◆◆</b>			<b>Date of recommendation</b>	

<b>◆◆◆ Signature of Dean (Required)◆◆◆</b>	<b>Date of recommendation</b>
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<b>◆◆◆ Student's Signature (Required)◆◆◆</b>	<b>Date of Petition</b>
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You will receive a response **only** if your request is denied. If you have questions call the Registration Office.

<b>Office Use Only</b>	
Date Rcv'd _____	
_____ Approved	
_____ Denied	
Request is denied for course on line: _____ A _____ B	
Reason for denial _____	
Registration Official _____	Date _____