



Letter Grade Request Form

Hebrew Union College – Jewish Institute of Religion uses a pass/fail grading system, except for the School of Graduate Studies on the Cincinnati campus which uses a letter grading system.

Letter grades may be requested only at the beginning of a student’s academic career at HUC-JIR. Once the choice is made, it will not be possible to alter it.

Effective Fall Semester 2008, academic transcripts will reflect only one grading scale per degree earned at HUC-JIR.

If you are opting for letter grades, please complete below. This form is due to the National Registrar no later than the end of the Add/Drop period of your first semester. If you do not return this form, your grades will be registered as pass/fail for the remainder of your current degree program.

Please return to:

Office of the National Registrar
 1 West 4th Street
 New York, NY 10012
 212-533-0129 FAX

Thanks so much for your cooperation and best wishes for a fulfilling academic year.



- I wish to have letter grades (A, B, C or F) on my transcript for all courses for my tenure at Hebrew Union College – Jewish Institute of Religion.

I understand that once I make a selection, I cannot change my choice during my academic career at Hebrew Union College – Jewish Institute of Religion.

Print Name	Academic Program	
Signature Required		Date