HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Office of the National Registrar

Letter Grade Information & Request Form

Hebrew Union College – Jewish Institute of Religion gives students the option of a pass/fail grading system or a traditional letter grade system. This applies to all programs except for the School of Graduate Studies which only uses letter grades.

Individual courses may be designated as "letter grade only" or "pass/fail only" by the faculty. The details of the grading policy may be found in the *National Student Academic Handbook* on the National Registrar's webpage.

The default grading system for HUC-JIR is pass/fail. If you want pass/fail grades, you do not need to inform the National Registrar's Office.

If you opt for letter grades, please complete the form below. Students may change from one grading system to the other annually, prior to the beginning of the Fall 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
3101 Clifton Avenue
Cincinnati, Ohio 45220
Fax: 513-221-2531

□ I wish to have letter grades (A, B, C or F) for my courses beginning Fall semester _____.
(year)

Alternatively, you may email your request for letter grades to the National Registrar's Office before the beginning of the Fall semester. Email us at registrar@huc.edu. You must email us from your HUC.EDU account.

Print Name
Signature Date
Academic Program