

## Spring 2020 Letter Request for Graduate Schools and Employers

Because of exceptional international circumstances (COVID-19) that affected the latter half of the Spring 2020 semester and necessitated a change to remote instruction, Smith College mandated the conversion of all courses to Satisfactory/Unsatisfactory (S/U) grading. The decision to adopt mandatory satisfactory/unsatisfactory (S/U) grading for the spring 2020 semester, made by the Committee on Academic Priorities and endorsed by the Smith faculty. The policy applies to course work that is defined as institutional and would normally count in the student GPA, including courses taken by students at Smith College, through the Five College interchange, and on Smith Programs Abroad. It does not apply to course work completed through a non-Smith study abroad program, with grades issued by an external institution or provider, as this is accepted as transfer credit (i.e., not institutional credit) and is already excluded from the student GPA.

To support our students in their endeavors beyond Smith, the Committee on Academic Priorities agreed to disclose the letter grades submitted by instructors for purposes of application for graduate or professional programs, licensure or certification, or employment, *when required as a condition for application or acceptance*. Please see below for additional information and conditions pertaining to the release of letter grades. Additionally, the Committee on Academic Priorities intentionally and explicitly determined that no alternate GPA would be calculated. **No exceptions will be made to the policy, and neither the Committee on Academic Priorities nor the Administrative Board will review petitions related to it.**

Please read the following policies before signing and submitting this form:

- **Students must submit this signed request** for a letter of spring 2020 grades. (See [college privacy policy](#).)
- The letter will provide a listing of all courses for which the student received grades in the Spring 2020 semester; a student may not request to have only a subset of graded courses disclosed.
- **Official letters will be sent to approved third parties only, per above policy.** Students must provide a complete institutional or business mailing address, including the name and title of the intended recipient. Please note that letters will not be emailed.
- Students may request a letter to accompany a hardcopy transcript, but not an electronic transcript.
- Students will receive an unofficial copy the first time a letter is sent to a third party but will not receive a copy for each instance a letter sent. Please note that letters will not be emailed.
- Students should allow at least two weeks for processing, plus additional time for mailing.
- **The Office of the Registrar is not authorized to make exceptions to the above requirements.**

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Student Name (print): \_\_\_\_\_

ID: \_\_\_\_\_ Class Year: \_\_\_\_\_

I have read and understand the above information regarding Smith College's policy on Spring 2020 grades and authorize their release:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and mailing address of employer or graduate school:	Student mailing address (first letter request only):
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