



## Hudson County Community College Special Request for Grade Change

Based on the events that occurred during Summer I/ ONA and/or Summer II/ONB 2020 terms, I wish to change my grade to PASS/FAIL. I understand that this grade change may affect scholarship applications and transfer credit.

Students must notify their instructor that they wish to complete the course on a Pass/Fail basis by 11:59 p.m. on **Wednesday, July 15 for Summer I/ONA** and **Thursday, August 27 for Summer II/ONB**.

### Instructions

Please complete the information below:

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Student HCCC ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_ HCCC Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course Term: \_\_\_\_\_ Summer I/ONA \_\_\_\_\_ Summer II/ONB

Course Term Year: \_\_\_\_\_ 2020 \_\_\_\_\_

Please list all courses that you are requesting a special grade change "PASS/FAIL" for:

Course ID (Ex. ENG-101-01)	Course Title (Ex. College Composition I)	Instructor

All communication will be sent to your HCCC Student email.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Request Acknowledge by the Instructor or Division Dean (initial here): \_\_\_\_\_

Date Received by the Registrar's Office: \_\_\_\_\_

Date Processed by the Registrar's Office: \_\_\_\_\_