



## Hudson County Community College Special Request for Grade Change

As a result of circumstances related to the COVID-19 pandemic that occurred during the spring 2020 semester, I wish to change my grade to PASS/FAIL.

Students must notify their instructor that they wish to complete the course on a Pass/Fail basis by 11:59 p.m. on May 28, 2020.

### Instructions

Please complete the information below:

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

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

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

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

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

Course Term: \_\_\_\_\_ Fall  Spring \_\_\_\_\_ Summer I or II

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 Approved by the Instructor (initial here): \_\_\_\_\_

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

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