

Letter Grade Request Form (*Spring 2020 only*)

Students must complete this form for each course they want a letter grade in.

Student: using the Letter Grade Request form, students can request the EARNED letter grade to appear on their transcript instead of a Pass (P)grade

- Fully complete the “top” portion of the form.
- Include the course name and code.
- Include the instructor name.
- Virtually “sign” by adding your name on the student signature line.
- Date it.
- Save it.

Email it to your instructor

Faculty: your signature is required

- Virtually “sign” by adding your name on the instructor signature line.
- Date it.
- Input the grade in the grade system.
- Save form along with all other student grades in compliance with grade retention policy.

For a summary about grading in Spring 2020 semester only, please

see: https://newweb.pccc.edu/wp-content/uploads/2020/04/STUDENTS-GRADING-FOR-SPRING-2020_Goldstein_04162020.pdf



REQUIRED

- **All courses for students in the following programs Nurse Education, Radiography, Occupational Therapy Assistant, Health Information Management and Medical Assistant programs must be letter grades.**
- **All HONORS sections and Honors-by-Contract must be letter grades.**



Passaic County Community College

Letter Grade Request Form

This form is for a student who wishes to request the letter grade that they earned in the course during the Spring 2020 semester instead of a Pass ("P") grade. The Spring 2020 Semester, known as the COVID-19 disruption semester, is the only time period in which students may make this request.

REQUIRED

- All courses for students in the following programs Nurse Education, Radiography, Occupational Therapy Assistant, Health Information Management and Medical Assistant programs must be letter grades.
- All HONORS sections and Honors-by-Contract must be letter grades.

Students must complete one form per request. (eg: If students want to receive letter grades for some or all courses, they must complete multiple forms.)

Students must notify their instructor by 11:59 p.m. on May 26, 2020. Student cannot change their decisions once submitted.

Instructions: Please complete the form below, save it and email it to your instructor.

Note: Click here for more information on how to complete the form.

First Name	Last Name	Student ID
Current Program/Major:		
Term	20/SP 20/S12 20/S7B	
Course # (Ex: EN-101-M01)	Course Title (Ex: Composition I)	Instructor

All communication will be sent to your PCCC Student email.

Student Signature

Date

Faculty Name

Faculty Signature

Date