



Course Change Request Form

Submit the completed form to registrar@huc.edu

Deadline: Summer Term and Fall Semester: **First Friday of February**; and Spring Semester: **First Friday of October**

Type of Change:

- Grade Type Change
- Course Title/Description Change
- Course Objectives Change
- Changes to the credit amount require a new course request form

Course Title:

Dept./Subject (e.g., BIB):

Course Number:

Effective Start Year:

Effective Start Term:

If there is a change in grade type:

Current Grade Type:

Proposed Grade Type: Pass/Fail Letter Grade Both

If there is a change in the course description, please provide a new course description:

If there is a change in course objectives, please provide the new course objectives:

Requester: _____

Initial: _____

Date: _____

I have reviewed and approved this request.

Program Director: _____

Initial: _____

Date: _____

Registrar Office Use Only:

- Review on: _____
- Updated Catalog: _____
- Updated SIS: _____

By: _____

By: _____

By: _____