Course Change Request Form
Submit the completed form to registrar@huc.edu
(Form must be submitted 8 weeks before effective term/year)

Type of Change:
- Grade Type Change ☐
- Course Description Change ☐
- Course Objectives Change ☐
- Changes to the credit amount requires 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

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

_____

If there is a change in course objectives, please attach a new course syllabus. ☐ Attached

Requester: _____   Initial: _____   Date: _____

I have reviewed and approve this request.

Program Director: _____   Initial: _____   Date: _____

Registrar Office Use Only:
- Review on: _____   By: _____
- Updated Catalog: _____   By: _____
- Updated SIS: _____   By: _____