



REQUEST FOR CHANGE OF GRADING SCALE
Return completed and signed form to the Registrar's Office

Students have the option of being graded on the **default** grading scale or choosing to be graded using a traditional letter-grade scale. No action is necessary to be graded on the default scale. In the Pines School of Graduate Studies, the default is letter grades (A, B, C, etc.). In all other HUC programs, the default is "Pass / Low Pass / Fail".

Individual courses may be designated by the faculty as "letter grade only" or "pass/fail only". The details of the grading policy may be found in the HUC academic catalog.

If you are not in the Pines School and opt to change, complete the information below. Students may change from one grading scale to the other annually, **prior to the first day of classes for the fall semester**. If you do not return this form, your grades will be registered as the default for your program for the remainder of your current degree program.

_____ I wish to have letter grades (A+, A, A-, B+, B, B-, C+, C, C-, or F) for my courses beginning Fall _____ Semester.
year

_____ I wish to revert to Pass/Fail grades (Pass, Low Pass, Fail) for my courses beginning Fall _____ Semester.
year

Our preference is that you email this completed form from your HUC email address to registrar@huc.edu.

Printed
student name: _____ Program: _____

Student signature _____ Date: _____

Registrar's Office use only:

Registrar received this form _____ Registrar processed this form _____