



CHANGE OF STUDENT RECORD FORM

Semester/Session:

☐

Fall

☐

Spring

☐

Summer

Year: 20

☐

NAME:

(Last)

(First)

(M.I.)

DATE:

STUDENT ID #:

CHANGE INITIATED BY:

☐

Student

☐

Administrator

☐ DROP

CRN	Course & Number	Section Number	Hours

☐ ADD**

CRN	Course & Number	Section Number	Hours	Audit	Instructor's Signature (optional after "add period")

** Any courses added to a schedule after the Census/Pell Recalculation Date may not be eligible for Pell Grant Funds

☐ REINSTATE (COURSE THAT WAS DROPPED WITH A "W" AFTER THE CENSUS DAY)

CRN	Course & Number	Section Number	Hours	Instructor's Signature (required)

RATIONALE REQUIRED FOR ADD/REINSTATEMENT: (With supporting documentation, as applicable.)

ACADEMIC APPROVAL: Through the Official Census Day:

Division Dean, Assistant Dean, or Dept. Chair

Date

After the Official Census Day:

Division Dean, or Assistant Dean

Date

It is the student's responsibility to take this form to the Registrar's Office. The official drop date is the date this form is received and processed in the Registrar's Office.

I am aware that the above actions may affect my academic record, my financial charges, and my financial aid. I agree to follow the terms and conditions published in the college catalog and student handbook.

Student's Signature

Date

Processed By

Date

Copies: Registrar's Office; Student

Form 1442/002 (12/21)