



CHANGE OF STUDENT RECORD FORM

Semester/Year: ___ Fall 20 ___
___ Spring 20 ___
___ Summer 20 ___

NAME (Last) (First) (M.I.) DATE

STUDENT ID #: _____

CHANGE INITIATED BY:

___ Student (DR or DA) ___ Course Cancellation (DD) Delgado Administrator
___ Administrator ___ Administrative Drop (DC) (Signature required if this form is to be processed as an administrative change.)

Table with 3 columns: Course & Number, Section Number, Hours. Row labeled DROP.

Table with 4 columns: Course & Number, Section Number, Hours, Instructor's Signature (required after "add period"). Row labeled ADD.

FOR COURSE SECTION CHANGES AFTER OFFICIAL 14TH (fall/spring) or 7th (summer) CLASS DAY: Student must provide rationale below for changing course sections after official 14th/7th class day and must attach supporting documentation (i.e., letter from employer, medical documentation, or other documented circumstances requiring course section changes).

Course additions after the official "add period" require approval of the Division Dean where the course is taught and the Instructor.

Division Dean Date

IF COURSE(S) APPEARS ON SCREEN 136 AS "WITHDRAWN," reinstatement is required. Complete section below.

Table with 4 columns: Course & Number, Section Number, Hours, Instructor's Signature (required). Row labeled REINSTATE.

Rationale for Reinstatement: (Documentation supporting student's explanation below must be attached to this form.)

Division 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.

Student's Signature Date Processed By Date

Copies: Registrar's Office; Student