## CHANGE OF STUDENT RECORD FORM

**Semester/Session:** [ ] Fall [ ] Spring [ ] Summer  
**Year:** [ ] 20

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

**STUDENT ID #:**

**CHANGE INITIATED BY:**  
[ ] Student  
[ ] Administrator

### DROP

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course &amp; Number</th>
<th>Section Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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**NO APPROVAL IS NEEDED TO DROP COURSES**

### ADD

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course &amp; Number</th>
<th>Section Number</th>
<th>Hours</th>
<th>Instructor’s Signature (optional after “add period”)</th>
</tr>
</thead>
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### REINSTATE

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course &amp; Number</th>
<th>Section Number</th>
<th>Hours</th>
<th>Instructor’s Signature (required)</th>
</tr>
</thead>
<tbody>
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**RATIONALE REQUIRED FOR ADD/REINSTATEMENT:** (With supporting documentation, as applicable.)

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1. **STUDENT SERVICES APPROVALS: FOLLOWING LATE REGISTRATION**

Accounts Receivable, Answer Center, Financial Aid or Bursar Representative  
(Only one of the above college representatives must sign. Circle the department.)  
**Date**

2. **ACADEMIC APPROVAL:**

Division Dean, Executive Dean, Assistant Dean, or Dept. Chair  
**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*  
Form 1442/002 (2/17)