



Office of the Registrar Forms

Form Title	Description/Purpose	Deadline	Approval Signatures Needed
<b>Transcript Request</b>	Order your LETU transcript using the online ordering system.	Transcripts can be ordered at anytime and will be released soon after order as long as the student does not have a Student Account hold.	N/A
<b>Request for Catalog Edits</b>	For Faculty/Staff Catalog editors to request updates and edits to the University Catalog.	January (see form for specific deadline)	Approved by Dean's Council for Academic changes
<b>Request to Add, Change, or Cancel a Course</b>	Faculty request to add, change, or cancel a course on the semester schedule of courses.	Emailed deadline reminders will be sent for each semester.	<p><b>Global Courses:</b> Faculty &gt; Department Chair &gt; TOL Representative &gt; VP for Global Operations &gt; Registrar's Office</p> <p><b>Residential Courses:</b> Faculty &gt; Department Chair &gt; TOL Representative &gt; Registrar's Office</p> <p><b>Dual Enroll Courses:</b> Faculty &gt; Dr. Frazier &gt; Registrar's Office</p>
<b>Request for Change of Grade</b>	Form to be used by Instructors only to submit change of grade requests for students.	Refer to the Academic Calendar for deadlines for removal of all Incomplete grades.	Instructor > Dean > Registrar's Office
<b>Declaration of Course Audit</b>	Students must be registered for the course desiring to audit prior to declaring course audit.	Same as for dropping a course with no grade (see the Academic Calendar).	Student > Dean > Registrar's Office



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<b>ISBA/ISBS Interdisciplinary Studies Student Degree Plan</b>	Form to be used by Advisor who is creating an ISBA or ISBS Degree Plan for a student.	N/A	Advisor > Department Chair for First Concentration > Department Chair for Second Concentration > Department Chair for Third Concentration > Associate Provost > Registrar's Office
<b>Request to Add, Change, or Drop a Major</b>	Changing/ declaring majors. When a change of major is processed, the student comes under the most recent catalog year for the program requirements for the new major.	N/A	Student > Department Chair > Dean (if changing status) > New Advisor > Old Advisor > Registrar's Office
<b>Request to Add, Change, or Drop a Concentration or Specialization</b>	Changing/ declaring Major Concentrations (Undergrad students) and Specializations (Grad students).	N/A	Student > Advisor > Registrar's Office
<b>Request to Add, Change or Drop a Minor</b>	Changing/ declaring minors.	N/A	Student > Advisor > Registrar's Office
<b>Request to Change Catalog</b>	To change catalog year. Cannot request older catalog year.	N/A	Student > Advisor > Department Chair > Registrar's Office
<b>Request for 4+1 Parallel Registration &amp; Course Substitution</b>	For 4+1 students to register for parallel courses.	Request for 4+1 parallel registration should be completed before the semester begins.	Student > Advisor > Department Chair > Registrar's Office
<b>Request for Course Substitution</b>	Request to substitute a completed course for another in degree plan.	N/A	Student > Advisor > Department Chair or SME (for course requesting to substitute) > Registrar's Office
<b>Request for Course Waiver</b>	Request to waive a course from degree requirements.	N/A	Student > Advisor > Department Chair > Registrar's Office
<b>Request for Credit By Departmental Exam</b>	Request pre-approval to take Departmental Exam.	N/A	Student > Department Chair or SME > Dean > Registrar's Office



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<b>Request for Transfer Credit Approval</b>	Request pre-approval to transfer courses.	N/A	Student > Advisor > Department Chair or SME (for course requesting to transfer) > Registrar's Office
<b>Request for Transfer Credit Reevaluation</b>	Request for the Office of the Registrar to reevaluate transfer credit that was not applied toward student's degree.	N/A	Student > Advisor > Department Chair or SME (for course requesting reeval) > Registrar's Office
<b>Student Request for Withdrawal from the University</b>	Request for withdrawal from any registered courses (if applicable) and from the University.	N/A	Notification sent to Advisor, Achievement Center, Mail Center, Student Life, Residence Life, Library, Financial Aid, Student Accounts (for Traditional students)
<b>Student Request to Drop a Class</b>  <b>Student Request to Add a Class</b>	Complete form through last day to drop a class and last day to add a class for the current semester.	Refer to the Academic Calendar for deadlines for adding and dropping courses.	<b>Drop:</b> Notification sent to Advisor, Financial Aid, Student Accounts, VA Rep if using VA benefits  <b>Add:</b> Student > Student Accounts > Advisor > Dept. Chair (if class is full) > Dean and Registrar (if added class will put student over max registration hours) > Registrar's Office
<b>Student Request to Increase Max Registration Hours</b>	Student request to increase max registration hours for the upcoming semester – typically a request to take more than 18 semester hours for a Traditional Undergraduate student.	Before the last day to register or change registration.	Student > Student Accounts > Advisor > Dean > Registrar > Registrar's Office
<b>Application of Intent to Graduate</b>	Application for graduation.	Review the Application of Intent to Graduate forms for completion and submission deadlines.	Student > Registrar's Office



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<b>Request for Diploma Reprint</b>	Ordering additional diploma/s.	N/A	Student (current or former) > Registrar's Office
<b>Request for Apostille</b>	Ordering Apostille to accompany diploma reprint or transcript order.	N/A	Student (current or former) > Registrar's Office
<b>Request for Change of Name</b> (for current and former students)	Color copy of Social Security card with new name required.	N/A	Student (current or former) > Registrar's Office)
<b>Former Student Request to Change Student Record Information</b>	Form to be used by former students to update address, phone number, and/or email address. Current students use form through MyLETU.	N/A	Student (former) > Registrar's Office
<b>Student FERPA Form</b> (during registration) <b>Student FERPA Form</b> (in-between registration time)  (Release of Academic Information to Parents and Request to Prevent Disclosure of Directory Information)	Completed on the Registration Checklist in MyLETU during every registration. If in-between semester registration, please use the other form.	Completed every semester before registering for courses. Must be completed prior to the third week of the semester.	Student > Registrar's Office
<b>FERPA Faculty &amp; Staff Access - Student Academic Records</b>	For newly hired Faculty & Staff members who need access to student academic records.	Before accessing student academic records.	Faculty or Staff Member > Registrar's Office
<b>FERPA - Student Employee Acknowledgement</b>	For newly hired Student Employees who access student academic records.	Before accessing student academic records.	Student Employee > Registrar's Office