



Office of the Registrar Forms

Form Title	Description/Purpose	Deadline	Approval Signatures Needed
Transcript Request	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 Perkins Loan hold.	N/A
Request for Catalog Edits	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
Request to Add, Change, or Cancel a Course	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>Online Courses: Faculty > Department Chair > TOL Representative > VP for Global Operations > Registrar's Office</p> <p>On Campus Courses: Faculty > Department Chair > TOL Representative > Registrar's Office</p> <p>Dual Enroll Courses: Faculty > Tessa Stinnett > Registrar's Office</p>
Request for Change of Grade	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
Declaration of Course Audit	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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ISBA/ISBS Interdisciplinary Studies Student Degree Plan	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
Request to Add, Change, or Drop a Major	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
Request to Add, Change, or Drop a Concentration or Specialization	Changing/ declaring Major Concentrations (Undergrad students) and Specializations (Grad students).	N/A	Student > Advisor > Registrar's Office
Request to Add, Change or Drop a Minor	Changing/ declaring minors.	N/A	Student > Advisor > Registrar's Office
Request to Change Catalog	To change catalog year. Cannot request older catalog year.	N/A	Student > Advisor > Department Chair > Registrar's Office
Request for 4+1 Parallel Registration & Course Substitution	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
Request for Course Substitution	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
Request for Course Waiver	Request to waive a course from degree requirements.	N/A	Student > Advisor > Department Chair > Registrar's Office
Request for Credit By Departmental Exam	Request pre-approval to take Departmental Exam.	N/A	Student > Department Chair or SME > Dean > Registrar's Office



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Request for Transfer Credit Approval	Request pre-approval to transfer courses.	N/A	Student > Advisor > Department Chair or SME (for course requesting to transfer) > Registrar's Office
Request for Transfer Credit Reevaluation	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
Student Request for Withdrawal from the University	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)
Student Request to Drop a Class Student Request to Add a Class	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.	Drop: Notification sent to Advisor, Financial Aid, Student Accounts, VA Rep if using VA benefits Add: 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
Student Request to Increase Max Registration Hours	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
Application of Intent to Graduate	Application for graduation.	Review the Application of Intent to Graduate forms for completion and submission deadlines.	Student > Registrar's Office



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Request for Diploma Reprint	Ordering additional diploma/s.	N/A	Student (current or former) > Registrar's Office
Request for Apostille	Ordering Apostille to accompany diploma reprint or transcript order.	N/A	Student (current or former) > Registrar's Office
Request for Change of Name (for current and former students)	Color copy of Social Security card with new name required.	N/A	Student (current or former) > Registrar's Office)
Former Student Request to Change Student Record Information	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
Student FERPA Form (during registration) Student FERPA Form (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
FERPA Faculty & Staff Access - Student Academic Records	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
FERPA - Student Employee Acknowledgement	For newly hired Student Employees who access student academic records.	Before accessing student academic records.	Student Employee > Registrar's Office