

Student Services Manual (SSM)

SSM 203–02: Academic Record Change

Effective: 12/5/1980

Revised: 11/1/2023

Purpose

To allow a change on a student’s academic record in situations not governed by grade change policy and procedure

Sources

University Registrar Services Advisory Committee

Student Accounts and Cashiering Services Office

Individual colleges within the university

Policy

A student may apply for an academic record change for a prior semester when application for a grade change is inappropriate to correct the student’s records.

An academic record change includes adding or dropping a class, changing grade options, or adjusting semester hours.

An academic record change is subject to the approval of :

1. the college/school offering the course.

Procedure

1. To request an academic record change, a student must make the request to the academic unit offering the course.
2. The academic unit offering the course will submit the request on the student’s behalf in Peoplesoft. The authorizing college/school will review the request, and if approved, the request will be electronically routed to University Registrar Services for processing.

Cross-Reference

For related information, see:

1. [SSM 203–01](#), “Grade Change”
and
2. [SSM 203–09](#), “Grade of Incomplete.”