Student Services Manual (SSM)

SSM 203–02: Academic Record Change


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 class instructor
2. the chair of the department offering the course
   and
3. the standards committee of the college offering the course.

Procedure

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
</table>
| Student         | 1. Obtain an Academic Record Change for Prior Semester form from the dean’s office in the college offering the class.  
                  2. Submit the form with student portion completed to the class instructor. |
| Instructor      | 3. Complete the instructor portion of the form.                        
                  4. Approve or disapprove the request.                              
                  5. Submit the form to the chair of the department offering the class. |
<p>| Department chair| 6. Approve or disapprove the request.                                  |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Submit the form to the standards committee of the college offering the course.</td>
</tr>
<tr>
<td>College standards committee</td>
<td>8. Approve or disapprove the request.</td>
</tr>
<tr>
<td>Standards committee chair</td>
<td>9. Complete the standards committee's portion of the form.</td>
</tr>
<tr>
<td></td>
<td>If not approved:</td>
</tr>
<tr>
<td></td>
<td>10. Notify the student that the request was not approved.</td>
</tr>
<tr>
<td></td>
<td>If approved:</td>
</tr>
<tr>
<td></td>
<td>11. Forward the form to University Registrar Services.</td>
</tr>
<tr>
<td>University Registrar Services</td>
<td>12. Determine if the academic record change may require a monetary adjustment to the student’s account.</td>
</tr>
<tr>
<td></td>
<td>If the student’s account needs adjustment:</td>
</tr>
<tr>
<td></td>
<td>13. Notify Student Accounts and Cashiering Services Office.</td>
</tr>
<tr>
<td>Student Accounts and Cashiering Services Office</td>
<td>14. Adjust the student’s account.</td>
</tr>
<tr>
<td>University Registrar Services</td>
<td>15. Process the form when the adjustment is made.</td>
</tr>
<tr>
<td>Student</td>
<td>16. Verify that the academic record change was processed by viewing it on the unofficial transcript available on the My ASU Web site.</td>
</tr>
</tbody>
</table>

**Cross-Reference**

For related information, see:

1. **SSM 203–01**, “Grade Change”
   
   and

2. **SSM 203–09**, “Grade of Incomplete.”