

Student Records Correction/Adjustment Request
(For Department Use Only)

Registrar's Office
160 East Tenth Street, Claremont, CA 91711 • Ph. (909) 621-8285 • Fax (909) 607-7285 • student.records@cgu.edu

Preserving the integrity of the historical chronology within a student record is of critical importance since compliance is required by accrediting, government, and higher education regulations and standards. Adjustments and corrections to student enrollment records should only be requested if valid reasons can be documented or demonstrated. Because **the transactions requested on this form impact financial accounting both for your department and for the campus**, you must (1) attach department or student documentation relevant to this request and (2) provide a detailed explanation and other pertinent information that may facilitate a resolution for your request. This form is used only by departments and is submitted to the Registrar. Tuition refunds require approval of the dean.

Student Information

CGU ID# 254 - _____

Last Name _____ First Name _____ Middle _____

Semester	Subject	Catalog #	Class #	Action Requested

Enrollment – Specify courses listed above.

_____ Waive the Late Registration Fee.
 _____ Waive the Enrollment Change (Add/Drop) fee.
 _____ Refund tuition at _____%

Other Student Records

_____ Correct Transcript information – except grades. (Explain below.)
 _____ Other (Explain below.)

Explanation & Justification/Reason

(Provide complete details and attach registration (add/drop) forms or other relevant materials & documentation.)

Requested By

Name _____

Department/School _____

Signature _____ Date _____

Approval of the Dean – Required for Tuition Refunds

Signature _____ Date _____

Submit Completed Form to Registrar's Office