

CAL POLY

OFFICE OF ACADEMIC RECORDS

FORM	AVAILABLE	PROCEDURE	DUE DATE
ADD MAJOR <i>Retain in student file</i>	Available at the OAR window.	Student must be enrolled for one quarter and enrolled in current term. OAR Window staff will fill out form and immediately return the form to the student. The student must obtain signatures from the present and proposed major Department Heads and the Dean of the proposed major and return it to OAR window. If student wishes to apply for College of Business the student must have an acceptance letter at the time of request.	ACCEPTED ALL TERM
ADDRESS CHANGE	No Form	Refer student to http://my.calpoly.edu . The student must select/subscribe to the 'Personal Info' channel to access the address information update option.	ACCEPTED ALL TERMS (done on the web)
ASSIGNED ID NUMBER REQUEST <i>Retain in student file</i>	Available at the OAR window.	This form is required when a student request to have a student ID number assigned. This must be attached to the Name and ID request form and filed in the student file.	ACCEPTED ALL TERM
AUDIT PETITION <i>Retain in student file</i>	Available at the OAR window by request.	Student must be enrolled in the course for regular grading during the current term. Student and Instructor must sign the request.	ACCEPTED TILL THE 11TH DAY OF CLASSES
CONCURRENT ENROLLMENT <i>Original forward to other school</i>	Available at the OAR window.	The student must be enrolled for the current quarter and has paid fees at Cal Poly, SLO to be eligible for this courtesy. This process is ideally created when a student is on a Co-op or Intern Program. The student completes the ICE application and return to OAR to process. The request must be submitted during the time period on the information sheet.	ACCEPTED ALL TERM REGISTRATION FEES MUST BE PAID FOR REQUESTED TERM
COURSE DESCRIPTION	No Form.	Copy of course description will be mailed or FAXed as requested. Will not process request until payment has been received. Other schools are not charged. 1 - 10 items: \$10.00, 11 or more: \$25.00.	ACCEPTED ALL TERM
COURSE WITHDRAWAL 2 time periods: <i>Before end of 7th week</i> <i>After the 7th week</i> <i>Retain in student file</i>	Available at the OAR window.	<i>After the Drop period before the 7th week</i> the student may submit a Course Withdrawal. Three signatures are required the Instructor's, Advisor's and the Department Head offering the course. <i>After the 7th week</i> , the student may submit a Course Withdrawal. Three signatures are required the Instructor's, Advisor's and the Dean offering the course	ACCEPTED THROUGH THE LAST DAY OF CLASSES
CREDIT BY EXAM (CHALLENGE PETITION) <i>Retain in student file</i>	Available at the OAR window.	Student must be enrolled for the current term and must not have a letter grade recorded. The class will be added and graded during the current term the request is submitted to OAR. The Student Advisor and the Department Head offering the course must sign the petition. A \$25 processing fee is paid to the State Cashier before processing. The receipt is attached to the form and submitted to the instructor for grading. CR/NC IS NOT AN OPTION.	DUE BY LAST DAY OF CLASSES. RETURNED TO OAR BY INSTRUCTOR

FORM	AVAILABLE	PROCEDURE	DUE DATE
CREDIT/NO CREDIT	No Form.	AVAILABLE THROUGH CAPTURE and POWER. Action Code: 6 #Call No.*Same Call No.#.	AVAILABLE THROUGH THE THIRD WEEK OF THE TERM
DEAN'S LIST NOTICE	M:Drive	To notify the Dean's to recognize student for the Dean's List after this report was created because of a grade change that was processed after printing the form.	ACCEPTED ALL TERM
EXCESS UNIT FORM <i>Retain one year</i>	Available at the OAR window.	If graduate student to enroll over 16 units and undergraduate to enroll over 20 units the student must submit this form by the 10th day of classes to the OAR Window. The student then calls CAPTURE to register for the course(s) the next working day. Verify that the Department Head and the student signed the form. The request is processed one day prior to the date posted on the Capture Registration Poster. Process the request on SIS+ Screen 487. If class is closed, a permit must accompany the excess unit form.	MUST BE IN BY THE 11TH DAY OF CLASSES
FERPA (Request for Privacy Restriction) <i>Retain in Student file</i>	M:Drive	A designated record associate will process this form. The first screen the restriction is noted on is Screen 103 to input "Y" in the field "INFO RELEASE". Then Screen 11 if filled out to match the student's request.	ACCEPTED ALL TERM
GRADE ASSIGNMENT <i>Retain in student file</i>	Available at the OAR window.	This form is used when there is an administrative error and the student needs to be enrolled and graded for the term. The instructor's signature is required.	PROCESSED ANYTIME
GRADE CHANGE FORM <i>Retain in student file</i>	Available at the OAR window. For faculty and staff only.	This form will not be given to students. The completed form will be accepted from other staff members, faculty and the mail. The OAR staff will ONLY accept this form from students in a sealed envelope with instructor's name signed across the seal. Only the Instructor's signature is needed following 7 weeks after the end of the quarter. The Department Head and Dean's signature required after the 7 weeks of the following quarter.	END OF 7TH WEEK FOLLOWING AWARD OF ORIGINAL GRADE. ONE YEAR FOR "I" AND "SP". ONE YEAR WITH SIGNATURE OF DEPT. CHAIR AND DEAN. THREE YEARS FOR GRAD THESIS
GRADE CHANGE INTERNAL <i>Retain in student file</i>	Available at the OAR window.	This Form is used only when the Office of Academic Records has made an error.	
GRADE CHANGE RETURN TO DEPT <i>Retain in student file</i>	Available at the OAR window.	A record associate fills this out when more information in needed to process a grade change form.	ACCEPTED ALL TERM

FORM	AVAILABLE	PROCEDURE	DUE DATE
LATE ENROLLMENT APPEAL <i>Retain in student file</i>	Available at the OAR window.	Available to students after the add period. The Instructor and Dean offering the course must sign the appeal. A processing fee of \$20.00 must be paid before processing. OAR should not accept the appeals later than the 7th week of the current quarter. OAR may process the appeals till the eve of printing the Grade Rosters.	SHOULD BE PROCESSED PRIOR TO EIGHT WEEK
LEAVE - PLANNED OR MEDICAL <i>Retain in student file</i>	Available at the OAR window.	<u>Planned</u> - Student must not be on Academic Probation. The student must obtain the required signatures (Advisor and Department Head). The students may request up to 2 leaves (medical or academic) not to exceed 8 terms (summer quarters are included). A letter of confirmation will be sent to the student after OAR process the form. The student will need to reapply to the University if they do not return by the quarter stated on the letter. <u>Medical</u> - Student must have a signed note from their Physician stating when the student is excused from school. The Department Head does not need to sign the form.	ACCEPTED ALL TERM
MAJOR CHANGE <i>Retain in student file</i>	Available at the OAR window.	Student must be enrolled for one quarter and enrolled in the current term. OAR window will verify and partially fill out the form and immediately return the form to the student. The student must obtain signatures from the proposed Major Department Head, proposed Dean of School, and the present Department Head and return it to OAR window. OAR will change the major on line and the evaluations unit will process a change of major evaluation in about 3-6 weeks. This will be mailed to the student.	ACCEPTED ALL TERM
MAJOR DROP <i>Retain in student file</i>	Available at the OAR window.	Student must obtain signatures from the Department Head of Major to be kept and Department Head from Major to be dropped. . OAR will change the major on line and the evaluations unit will process a change of major evaluation in about 3-6 weeks. This will be mailed to the student.	ACCEPTED ALL TERM
MICROGRAPHICS REQUEST	M:Drive	Staff member completes the form. The form is then submitted to the appropriate staff member.	ACCEPTED ALL TERM
NAME OR ID CHANGE <i>Retain in student file</i>	Available at the OAR window.	<i>Only</i> currently enrolled students may request a name change with official documentation ONLY (court filed name change, marriage certificate or Social Security Card with new name). When requesting an ID number change a random number will be chosen by OAR for the student. If the social security number is incorrect, copy the Social Security Card and have the student fill out the form and a correction will be processed. The requests will be processed once a month.	ACCEPTED ALL TERM
PERMIT REQUEST <i>Retention 3 quarters</i>	Available at the OAR window. Forms in outside cabinets.	These are needed only when the course is closed through CAPTURE. The student must bring the <i>Instructor signed</i> Permit to the OAR window. Records will process the permit. The student must call CAPTURE OR POWER the next working day to add the course.	ACCEPTED THROUGH THE 11TH DAY OF CLASSES AT THE OAR WINDOW

FORM	AVAILABLE	PROCEDURE	DUE DATE
PERSONAL IDENTIFICATION NUMBER CHANGE	Available through MustangInfo.	Student may update through Mustanginfo.	ACCEPTED ALL TERM
RECORD COPY REQUEST <i>Purpose served</i>	Available at the OAR window.	Student completes form and pays the State Cashier. Returns form and receipt to OAR Window. A student may request a copy of anything in their folder. \$1 for up to 4 pages. Takes 2 - 4 days to process. Not available the first two weeks of the term.	ACCEPTED ALL TERM
POSTBACCALAUREATE CHANGE OF OBJECTIVE <i>Retain in student file</i>	Available at the Grad Advisor.	This request is for Graduate or Credential students. The staff at UCTE or Graduate Advisor will coordinate the process. Records will receive an email to create an unofficial copy for Cal Poly transcripts, other college transcripts and the Admissions worksheet. These copies will be mailed to the UCTE or the Graduate Advisor's office via interoffice mail.	ACCEPTED ALL TERM
PRESIDENT'S LIST NOTICE	M:Drive	To notify the President to recognize student for the President's List after this report was created because of a grade change that was processed after printing the form.	ACCEPTED ALL TERM
REFUND OF REGISTRATION FEES <i>Retain in student file</i>	Available at the OAR window.	When a student has NO ACTIVITY (if no current term shows on screen 114) process white Refund Request. Records keep both copies to process. If student wishes a copy, please copy and give copy to student. When there is ACTIVITY (if current term shows on screen 114) please process a blue Term Withdraw.	ACCEPTED ALL TERM
REPEAT PETITION <i>Retain in student file</i>	Available at the OAR window.	Process is automatic. Except: course taken at another university, Extended Ed course, course taken prior to 874; course prefixes are different. Student completes form during quarter course is repeated, to be turned in before 7th week. Processed by Records.	ACCEPTED THROUGH THE 7TH WEEK OF TERM
RETRO - WITHDRAWAL <i>Retain in student file</i>	Available at the OAR window.	Student fills out form and attaches all supporting documentation. The student's department head will review the form. The student then turns request to OAR. The request then goes through a committee. An answer will be formally mailed to the student.	THE TERM MUST BE LESS THAN ONE YEAR OLD
SECOND SESSION COURSE DROP <i>Retain in student file</i>	Available at the OAR window by request.	This is available for Second Session Courses <i>Only</i> . The student can not drop from CAPTURE because it is closed after the registration period. The OAR office must manually drop these courses for the students.	ACCEPTED TIL THE DATE POSTED IN THE CURRENT CLASS SCHEDULE
TERM WITHDRAWAL <i>2 time periods: Before end of 7th week After the 7th week Retain in student file</i>	Available at the OAR window by request.	No refund is given after the date posted in the Class Schedule. <i>After the Drop period before the 7th week</i> the student may submit a Term Withdrawal. Three signatures are required the Instructor's, Advisor's and the Department Head offering the course. <i>After the 7th week</i> , the student may submit a Term Withdrawal. Three signatures are required the Instructor's, Advisor's and the Dean offering the course	ACCEPTED UNTIL LAST DAY OF CLASSES. AFTER 7TH WEEK DEAN'S SIG REQUIRED

FORM	AVAILABLE	PROCEDURE	DUE DATE
TIME CONFLICT <i>Retain 3 quarters</i>	Student's Dean's Office.	Must be submitted by student when two courses conflict in time. Signatures from the student, all instructors involved, student's Department Chair and the Dean of the course are required. The form is available at the student's Dean's Office. The student will submit the completed form to OAR to process the class that creates the conflict.	ACCEPTED THROUGH THE 10TH DAY OF CLASSES
TRANSCRIPT REQUEST <i>Retain 3 months</i>	Available at the OAR window Forms in outside Cabinets.	Student completes the form, pays the appropriate fees at the State Cashier. Returns the request to OAR window with yellow receipt and their signature. Their signature in needed to comply with the Family Privacy Act of 1974. There are no "unofficial" transcripts at OAR. Transcript may be picked up or mailed as requested within 3 - 5 days.	ACCEPTED ALL TERM
'UW' TO 'W' GRADE CHANGE APPEAL <i>Retain in student file</i>	Available at the OAR window.	One time only opportunity for a current/eligible student. A processing fee of \$20.00 is required before processing. The "U" must not be older than one year. The signatures required are the same as a grade change. Please refer to Grade Change signature requirements.	AFTER 7TH WEEK OF QUARTER THE GRADE WAS GIVEN THROUGH ONE YEAR
UNSCHEDULED COURSE <i>Retain in student file</i>	Available at the OAR window.	This form is used only in very unique situations. The student's Advisor, the course Instructor, must approve the form and the Instructor's Department Head. The form is then submitted to the Class scheduling office and partly processed by them. The Class Scheduling office will then submit the form to OAR so we may add the course to the student's current term.	
VERIFICATION LETTER REQUEST <i>Purpose served</i>	Available at the OAR window	The student completes the form and submits the form to OAR for processing. The process usually takes 3 - 5 days. OAR does not advertise pick-up, but we will allow the student to pick-up upon request.	ACCEPTED ALL TERM
VISITOR ENROLLMENT <i>Original forward to other school</i>	Available at the OAR window.	The student must be eligible to enroll at Cal Poly to request this courtesy at another CSU. The student completes the Intrasystem Visitor Enrollment application and submits completed form to OAR to process. The request must be submitted during the time period on the information sheet.	ACCEPTED ALL TERM IF HOST CSU IS ACCEPTING APPLICATIONS