

## Administrative Change

Approval of administrative changes results in the cancellation of applicable tuition charges. Documentation may be required to justify the circumstances warranting the issuance of an administrative change.

Name		YSU ID Number
Semester/Session and Year (e.g. Fall 2007)		
Requested by	Dept	Ext

Please process the following changes to the above-listed student's schedule.

A D D	CRN	Dept	Course #	Description	Credit Hours	Grade Option	

D R O P	CRN	Dept	Course #	Description	Credit Hours	Grade Option	

Reason for requesting the change(s) be processed administratively:

<input type="checkbox"/> Advisement Error	<input type="checkbox"/> Inadequate Grade in a Prerequisite
<input type="checkbox"/> Removal from an Academic Program	<input type="checkbox"/> Departmental Request
<input type="checkbox"/> Canceled Classes	<input type="checkbox"/> Departmental Schedule Changes or Omissions
<input type="checkbox"/> Office of the Registrar Error	<input type="checkbox"/> Academic Suspension
<input type="checkbox"/> Auditions, Internships or Co-Ops, Placement Tests, and Transfer Credit Evaluations	<input type="checkbox"/> Other

**A copy of this form must be submitted to the Office of the Registrar in order to process the requested administrative change(s). Each academic department is responsible for maintaining the original copy for the department/college records.**

**FOR USE BY THE OFFICE OF THE REGISTRAR ONLY**

TERM/YEAR: \_\_\_\_\_ DATE: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_

NOTES: \_\_\_\_\_