

Summer Sessions Student Record Change Form
Directions for Undergraduates in the College of Chemistry

For Late Adds, Drops, and Changes of Grading Option

1. Submit the online Student Record Change Form (SRCF), uploading a PDF with a brief explanation for your request when prompted.
2. You will be contacted by your staff adviser if further documentation is necessary.

For Retroactive Adds, Drops, and Changes of Grading Option (after the session for the course has ended)

1. Submit the online Student Record Change Form (SRCF), uploading a PDF of a detailed statement of explanation for your request when prompted.
2. Upload further documentation as PDFs, such as a doctor's verification of illness, as appropriate*

*Contact your staff adviser in the College of Chemistry if you are unclear on what types of documentation you must include.