	Name of Document/Form	Type of Document/Form	Purpose of Document/Form	Location of Document/Form
1	Academic Amnesty Declaration	Student	To comply with University policy which makes provisions for a student who has not been enrolled at a college or university for three consecutive years to elect only once to deny all work attempted at a college or university prior to the three year period.	Registrar's Office webpage (click here)
2	Academic Authorization Release Request	Student	To authorize SUSLA to release academic data to the Louisiana Office of Financial Assistance (LOFSA) for TOPS, Chafee or Rockefeller programs.	Registrar's Office webpage (click here)
3	Add/Drop Class Form (proof of payment is required for processing)	Student	To provide a method for students to add or drop a course during the scheduled add/drop period (12th class day). After the official census date, students may drop courses until the scheduled deadline. Proof of payment is required for processing.	Registrar's Office webpage (click here)
4	Administrative Withdrawal/Deletion Request	Faculty and Staff	To document the action of Academics, Business and Judicial Affairs areas requesting that a student be administratively withdrawn or dropped for the reasons noted.	Emailed to Faculty and Staff
5	Advisement/Registration Form	Student, Faculty and Staff	To assist in guiding students through the registration process. Use when Banner Web Services is not available or an alternate PIN is required (in error).	Registrar's Office webpage (click here)
6	Change of Grade Request	Faculty	To document the action of changing a student's grade if there was an error in the data entry process for submitting a grade in Banner Web Services. The course instructor will be responsible for initiating action to update the grade for the student.	Emailed to Faculty and Staff

	Name of Document/Form	Type of Document/Form	Purpose of Document/Form	Location of Document/Form
7	Change of Major Form	Student	To document a request to change from one major department to another. The approved form is required for processing. Change of majors will be processed for a future term only and will not be updated for the current term.	Registrar's Office webpage (click here)
8	Change of Name or Address Form	Student	To document the action of updating the name or address on file at the institution. Legal documentation is required to process a change of name request.	Registrar's Office webpage (click here)
9	Commencement Guide	Student	A tool developed to provide students and faculty with all details regarding graduation.	Registrar's Office webpage (click here)
10	Course Data Entry Form	Faculty	To provide the information required for the Registrar's Office to create a new course and course registration number (CRN) for a specific semester.	Registrar's Office webpage (click here)
11	Duplicate Diploma Order Form (proof of payment required for processing)	Student	To provide an avenue for students to order a replacement diploma as proof of graduation	Registrar's Office webpage (click here)
12	Family Educational Rights and Privacy Act (FERPA) Annual Notification of Rights under FERPA	Student, Faculty and Staff	To comply with FERPA by annually notifying students and parents of students in attendance of their rights under FERPA.	Registrar's Office webpage (click here)
13	Family Educational Rights and Privacy Act (FERPA) for Faculty and Staff	Faculty and Staff	To comply with FERPA by ensuring faculty and staff are aware of the rights of students.	Registrar's Office webpage (click here)
14	Family Educational Rights and Privacy Act (FERPA) for Faculty and Staff Acknowledgement	Faculty and Staff	To comply with FERPA by ensuring faculty and staff are aware of the rights of students.	Registrar's Office webpage (click here)

	Name of Document/Form	Type of Document/Form	Purpose of Document/Form	Location of Document/Form
15	Family Educational Rights and Privacy Act (FERPA) Parent Request Form	Student	To comply with FERPA, which gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.	Registrar's Office webpage (click here)
16	Family Educational Rights and Privacy Act (FERPA) Student Release Form	Student	To comply with FERPA, disclosure of a student's record may only be provided to a third party with written consent from the student.	Registrar's Office webpage (click here)
17	Grade Data Entry Helpful Hints for Faculty	Faculty	To provide faculty with instructions on how to enter grades via Banner Web Services.	Registrar's Office webpage (click here)
18	Inter-Institutional Cooperative Program Authorization Form (LSUS)	Student	To comply with the Louisiana Board of Regents policy to provide reasonable opportunities and mechanisms for students to take collegiate-level coursework across multiple settings.	Registrar's Office webpage (click here)
19	Last Date of Attendance (LDA) Faculty Instructions - Banner Web Services	Faculty	To provide faculty with instructions on reporting the last date of attendance (LDA) via Banner Web Services.	Registrar's Office webpage (click here)
20	Last Date of Attendance (LDA) Student Instructions - Banner Web Services	Student	To provide students with instructions on how to check the last date of attendance (LDA) reported by faculty in Banner Web Services.	Registrar's Office webpage (click here)

	Name of Document/Form	Type of Document/Form	Purpose of Document/Form	Location of Document/Form
21	Last Date of Attendance (LDA) FAQs	Student, Faculty and Staff	To ensure the campus community is aware of the last date of attendance (LDA) policy and the purpose of reporting LDAs.	Registrar's Office webpage (click here)
22	Official Withdrawal Request	Student	To document the action of officially withdrawing from the University.\n\nA student is not officially withdrawn from the University until the request is approved by all departments listed on the withdrawal form, returned and processed by the Registrar's Office.	Registrar's Office
23	Request for an Incomplete ("I") Grade (initiated by the student)	Student	To comply with University policy which makes provisions for a student who has done satisfactory work in a course, but has not completed the course requirements because of illness or some other emergency situation.\n\nStudents must be in compliance with the deadline specified on the academic calendar.	Registrar's Office webpage (click here)
24	Request for Change of University Catalog for Degree Requirements	Student	To comply with University policy which makes provisions for a student to elect a subsequent catalog when a new major is selected or when a catalog reflects a revise curriculum.	Registrar's Office webpage (click here)
25	Request for Course Substitution	Student	To comply with University policy which makes provisions for a student to substitute course in degree and graduation plans to meet requirements for graduation.	Registrar's Office webpage (click here)
26	Request for Credit by Experience	Student	To comply with University policy which makes provisions for a student to demonstrate academic competence through experience and receive credit for basic and/or advanced courses.	Registrar's Office webpage (click here)

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27	Request to Audit a Course	Student	To comply with University policy which allows students wishing to audit a course (AU) must obtain written permission from the instructor program director and academic chair. Students have until the end of the Add/Drop period to request a course to be audited. Once a course has been requested as an audit, the grading option may not be changed. There are no exceptions to this deadline.	Registrar's Office webpage (click here)
28	Request to Revise the Published Course Schedule (Add, Delete or Revise a Course)	Faculty	This form is designed for use by faculty to request a course addition/deletion to the course schedule **after** the course schedule has been approved for publication. Approval validates course need and instructor's academic load.	Registrar's Office webpage (click here)
29	Student Data Request Form	Student	To request enrollment verification, degree verification, letter of good standing, etc.	Registrar's Office webpage (click here)
30	Transcript Request Form (proof of payment is required for processing)	Student	To comply with FERPA, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full.	Registrar's Office webpage (click here)
31	Transfer Credit Request Form	Student	To secure approval **prior** to taking courses at another institution. Approval ensures the course(s) listed below can be used to meet degree requirements at SUSLA.	Registrar's Office webpage (click here)
32	Veterans Benefits Information Sheet	Student	To provide additional information to students receiving veterans' educational benefits.	Registrar's Office webpage (click here)
33	Veterans Enrollment Certification Request Form	Student	To request enrollment certification for Department of Veterans' Affairs educational benefits.	Registrar's Office webpage (click here)