

Forms

The Office of the Registrar maintains the academic records for current students and alumni of Columbus State University.

How Long a Record is Retained . . .

Courses taken, grades assigned, and degrees earned at CSU become part of the student's permanent academic record. Other academic documentation and correspondence are retained by the Registrar for five years after the student's last term of enrollment at CSU.

Forms for Current Students (MyCSU)

Note: All of the following forms are located in MyCSU after clicking on the Forms tab.

- Academic Renewal Request Form
- Address/Data Change
- Appeal to Walk Early in Commencement
- Audit a Course
- Early Grade Letter Request
- Enrollment Verification
- Exception Petition (appeal university, program, or course requirement)
- FERPA Authorization Form
- Graduation Application
- Registration Overload Request Form
- Undergraduate Major Change Form
 - Declare new major, add second major/minor/certificate
 - Requests received after drop/add will be processed for the next semester.
 - Graduate major changes must be requested through the [Office of Admissions](#)
- Name Update Request
 - Any student wishing to change their legal name and/or social security number must submit this form to the Data Entry Department with the appropriate documentation.
 - Students may request a preferred first name for use in non-legal university records where applicable.
- Military Transfer Credit Agreement Form (JST evaluation)
- Registration Request
 - Request to Add a Closed (full) Class
 - Request a Late add
 - Request an override of a pre-requisite or test score error
- Transcript Request
- Transient Permission Request (temporary enrollment at another institution)

PDF or Online Forms

All completed PDF forms may be scanned and emailed to Registrar@columbusstate.edu.

Note: You will need [Adobe Acrobat Reader®](#) to view these request forms.

- [Academic Room Reservation Form](#)
- [Directory Information Non-Disclosure Form](#)
- [Exception Petition](#) (appeal university, program, or course requirement. *Only for former students that cannot access MyCSU*)
- [Grade Appeal of F](#)

- [Grade Appeal of WF or W](#)
- [In-session Medical/Hardship/Military Withdrawal](#)
- [Immunization Record Copy](#)
- [Letter of Non Attendance](#)
- [Open Records Act Request online request form](#)