Convocation Record Adjustment Form

Adjustment requests must be submitted within 30 days of the event in order to be considered. No adjustment requests will be accepted from Seniors within two weeks of graduation date.

Name: ____________________________________   SU ID: _________________________

Email: ____________________________________   Cell Phone: ______________________

Classification: ________   Semester/Year you entered Samford: _____________________

____ There were no scanners present following the event. Did you sign a list? _____
____ My ID card was lost or stolen. When? _______________   Date replaced? ___________
____ Other: (specify) __________________________________________________________

In the space below, please give a brief description of the event. You must include the date, time, location and title of the program as well as information regarding speakers, facilitators, performers, etc. If possible, you should have the event sponsor verify your attendance (see below). Attach any supporting documentation and return completed form to Burns 203A for consideration.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

I attest that the information that I am giving is true and accurate. I understand that submitting false information on this form is a Values Violation and could result in serious disciplinary action.

___________________________________     __________________
Student Signature        Date

As a sponsor of this program, I confirm this student’s attendance.

___________________________________     __________________
Faculty/Staff Signature       Date

For office use:  Date Form Received: ____________   Person Receiving Form: _______

Notes: