

# Roster Correction Form

(Use after Roster Verification has ended)

Complete the appropriate section and submit to the Registrar's Office with signatures from the Instructor, Department Head, and School Dean. Please submit a separate form for each student.

In the rare instance that you remove a student from the roster AFTER the semester has ended, a completed and approved Grade Change form must also accompany this Roster Correction form. This is because a grade was assigned for the course, so a grade change form is required to remove the grade.

## Carefully indicate the appropriate selection:

\_\_\_\_\_ **ADD TO ROSTER** – for students initially removed at Roster Verification but who are actually attending

\_\_\_\_\_ **REMOVE FROM ROSTER** – for students who never attended a full class session

Student Name: \_\_\_\_\_  
Last First

Banner ID# \_\_\_\_\_

Course Name and Number \_\_\_\_\_

CRN \_\_\_\_\_ Term and Year Taken \_\_\_\_\_

Justification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

School Dean \_\_\_\_\_ Date \_\_\_\_\_

*Processed in the Registrar's Office* \_\_\_\_\_ *Date* \_\_\_\_\_

*Email Notice to Student Financial Services and Financial Aid* \_\_\_\_\_