Roster Correction Form
(Use after Roster Verification has ended)

Complete the appropriate section and submit to the Office of the Registrar 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 Office of the Registrar______________________________ Date __________

Email Notice to Student Financial Services ________

Last updated February 4, 2013