

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 _____