

Actions	Individual Action	Instructor	Advisor	Chair/Director	Dean	VPAA/Provost	Notes
Independent Course Contract							
	Arrangement (curriculum course)	X		X	X	X	VPAA for Compensation Only
	Study (topic of interest)	X		X	X	X	VPAA/Provost for Compensation Only
Concentration/Track Change (GR)							
Student Curriculum (UG)							
	Major/Minor Change		X	X			
	Major/Minor Declaration		X	X			
	Major/Minor Intent		X				
Transient Student							
Course Related							
	Fee Request to a course			X		X	VPABA (CFO) also approves
	Time Conflict Contract	X	X	X	X	X	
	Credit By Exam			X			
	Incomplete Grade	X			X	X	
	Pass-Fail Request	X	X	X			
	Late Add registration (GR)	X		X			
	Late Drop registration (GR)			X		X	
	Late Add registration (UG)	X	X	X	X (when necessary)		Current semester only. Contract required
	Late Drop registration (UG)		X			request of W	
	Over Hours (GR)			X			
	Over Hours (UG) submitted on-line		copied on petition			X	
	Change of Final Exam						Registrar
Grade Change							
	Faculty resolved	X		X	X		
Schedule							
	Schedule release/review			X	X		AALT
	Adding/Deleting Sections				X		
	Time or instructor change				X		
	Room Changes	X					
	Course Caps			X			