

Actions	Individual Action	Instructor	Advisor	Chair/Director	VPAA/Provost	Notes
<b>Independent Course Contract</b>						
	Arrangement (curriculum course)	X		X	X	VPAA/Provost for Compensation Only
	Study (topic of interest)	X		X	X	VPAA/Provost for Compensation Only
<b>Concentration/Track Change (GR)</b>						
<b>Student Curriculum (UG)</b>						
	Major/Minor Change		X	X		
	Major/Minor Declaration		X	X		
	Major/Minor Intent		X			
<b>Transient Student</b>						
<b>Course Related</b>						
	Fee Request to a course			X	X	VPBA (CFO) also approves
	Time Conflict Contract	X	X			
	Credit By Exam			X		
	Incomplete Grade	X		X	X	
	Pass-Fail Request	X	X			
	Late Add registration (GR)	X		X		
	Late Drop registration (GR)			X	request of W	
	Late Add registration (UG)	X	X	X		Current semester only. Contract required
	Late Drop registration (UG)		X		request of W	
	Over Hours (GR)			X		
	Over Hours (UG) submitted on-line		X			Registrar
	Change of Final Exam				X	Registrar copied
<b>Grade Change</b>						
	Faculty resolved	X		X	X	
<b>Grade Appeal</b>						
	Option A (Any Grade)	X		Appeal decision	Appeal decision	UAPC/GSC Final Arbiters
	Option B (WF to W)	X			Appeal WF to W	Dean of Students/Health Center may be contacted
<b>Schedule</b>						
	Schedule release/review			X		ACLT
	Adding/Deleting Sections			X		
	Time or instructor change			X		
	Room Changes	X				Email C. Hay, Interim Registrar
	Course Caps			X		