

Actions	Individual Action	Instructor	Advisor	Chair/Director	VPAA/Provost	Notes
Independent Course Contract						
	Arrangement (curriculum course)	X		X	X	VPAA/Provost for Compensation Only
	Study (topic of interest)	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			
	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		copied on petition		X	
	Change of Final Exam					Registrar
Grade Change						
	Faculty resolved	X		X		
Grade Appeal						
	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
Schedule						
	Schedule release/review			X		ACLT
	Adding/Deleting Sections			X		
	Time or instructor change			X		
	Room Changes	X				Email C. Hay Assistant Registrar
	Course Caps			X		