Change of Section Form – Used for when a student wishes to change to a different section of the same course subject type. Students should not drop/withdraw from one section to another after the add/drop period; this will result in an unwanted fee assessment. Form should be submitted to the Registration Center.

Drop Reinstatement – Used when a student wishes to reinstate into a class that was dropped. Check your WEB4 class roster first to see if you can reinstate the student online. Form should be submitted to my correction assistant in Admissions & Records.
Instructor Initiated Drop/Withdrawal Form – Used to drop or withdraw students who have not attended or stopped attending. Should only be used when absolutely necessary such as when there is a system malfunction that prevents you from completing the task on WEB4. Submit to my correction assistant in Admissions & Records.

Petition to Add a Class Late – Used when a student is added to the class after the last day to add class deadline. Signature of instructor, department chair and the Vice Chancellor of Academic Affairs is required. It should be noted that the later this form is submitted into the semester, the more likely it will draw the attention of the auditors. Use wisely. Submit to my correction assistant in Admissions & Records.
Late Grade to be Added – Used when the instructor did not assign a grade prior to the final grade deadline and can no longer submit it on WEB4. This form can also be used with the Late Add form if the add is approved after the final grade deadline. Submit to my correction assistant in Admissions & Records.

Pass/No Pass Grading Request – Used by students to request P/NP grading option if applicable to course. Form rarely used since process is available on WEB4. Cannot be used after the state mandated deadline. Cannot be requested by instructors. Submitted to Admissions & Records.
Petition for Change of Midterm Grade – Used to change a midterm grade that was previously assigned. Rarely used because midterm grades are for evaluative purposes only and do not count towards GPA or accumulated grade points. Submit to Admissions & Records.

Petition for Change of Grade – Used when an incorrect final grade is assigned. All sections must be filled out and all required signatures are present. Should be done within a year. Submit to my correction specialist in Admissions & Records.
Record of Incomplete Grade – Used when a student is missing an assignment, exam or project that will impact their final grade. Requirements must be agreed upon by BOTH the student AND the instructor. Cannot be assigned unilaterally by the instructor nor can it be used as a substitution for assigning a substandard grade. Two step process. Assign the I/* grade on WEB4. Hard copy of Record of Incomplete must be submitted to my correction assistant in Admissions & Records.

Removal of Incomplete Grade – Used when the student has met the requirements of the Record of Incomplete prior to the deadline in the following semester (See Faculty Instructional Calendar) or date established by the instructor prior to calendar deadline. This form must be submitted to my correction assistant in Admissions & Records.
Petition for Extension of Incomplete – Used if the student requires an extension to complete the conditions of the Record of Incomplete. Must be submitted prior to the deadline assigned by the instructor. Cannot be used once a grade has been assigned by Admissions & Records. Must be approved by the Dean of Admissions & Records.