# Correction to Certification Roster

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Course #</td>
</tr>
<tr>
<td>Course Name</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE SELECT ONE OF THE FOLLOWING**

- **DROP**
  - * NA (never attended)
  - *NP (not participating)

- **REINSTATE**
  - *ATT (please provide reason below)

**Instructor Name:**
(please print)

**Reason for correction**
(Supporting documentation **must** accompany this form before it is submitted to appropriate dean for approval. If approved, the form and documentation is then submitted to the Registrar’s Office for processing.)

**Instructor’s Signature (required):**
(Date:__________)

**Dean’s Signature (required):**
(Date:__________)

*Registrar’s Office use: Processed__________*

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**Instructions:**

When correction to a certification roster is necessary, instructors must completely fill out this form and attach documentation (i.e. a copy of the grade book showing attendance or lack of attendance). Once the form and documentation are in place, this information is to be submitted to the appropriate dean for approval and signature. If approved, the completed form and documentation needs to be submitted to the Registrar’s Office for processing. Corrections will not be processed without appropriate signatures and documentation.

Auditors **require** us to allow additions and deletions to student rosters during enrollment periods only, not after a semester is over, and that adjustments NOT be made based on a student’s “need” for the class, but on the appropriate adding and/or dropping of classes within the timeframes created and posted on the Butler pipeline pages.