

**SECTION 11 FORMS  
TABLE OF CONTENTS**

Section 11 Table of Contents ..... i

Academic Substantive Change Form.....11.1

Accelerated High School Student Approval .....11.2

Accident/Incident/Medical Emergency Report.....11.3

Administrative Substantive Change Checklist.....11.4

Administrative Withdrawal Request.....11.5

Administrative Withdrawal – Form Letter to Student .....11.6

Admission Application .....11.7

Application for Cooperative Education Program .....11.8

Application for Work Study (FWS) .....11.9

Approval to Fill a Position .....11.10

Audit Form.....11.11

Change Dependent/Independent Status (Professional Judgment) .....11.12

Change of Grade Form.....11.13

Change of Student Information.....11.14

Classroom Accommodations .....11.15

Community Request Form (Library) .....11.16

Computer Problem/Work Order Request Form.....11.17

Confidentiality Agreement – Work Study (FWS) .....11.18

Documentation of Disability (ADA) .....11.19

Drop and Add Form.....11.20

Dual Enrollment – Statement of Eligibility .....11.21

Dual Enrollment – Application for Admission .....11.22

Employee Course Registration Approval .....11.23

Employee Disciplinary Action Form .....11.24

Employee Grievance Form .....11.25

Employee Information Update.....11.26

Employee Medical/Healthcare Information Release Form.....11.27

Employee Request for Disability Accommodation Form.....11.28

Employment/Status Change Request.....11.29

Excess Scholarship Refund Request.....11.30

Exit Employment Form.....11.31

Facilities Rental Fees .....11.32

Family Relationship Disclosure Form .....11.33

Fax Cover Sheet.....11.34

Fitness Center Liability Release .....11.35

Gift Acknowledgement (Library) .....11.36

Graduation Application.....11.37

Group/Field Trip Information Form .....11.38

In-State Residency—Certification of Eligibility .....11.39

Income Reduction (Professional Judgment) .....11.40

Income Reduction Due to Lay-off (Professional Judgment) .....11.41

Incomplete Grade Request Form .....	11.42
Independent Study Course Request .....	11.43
Instructor Credentials Form .....	11.44
Instructor’s End of Semester Report (ADA) .....	11.45
Interlibrary Loan Request .....	11.46
International Student Medical History and Immunization Form .....	11.47
Inventory Redistribution Form .....	11.48
Key Check-Out .....	11.49
Leave Request .....	11.50
Liability Release Form.....	11.51
Library Overview .....	11.52
Motor Vehicle Report Consent Form .....	11.53
Off-Campus Employment Agreement – Work Study (FWS) .....	11.54
Parking Permit .....	11.55
Participation Agreement – Work Study (FWS) .....	11.56
Payroll Deductions/Change .....	11.57
Performance Improvement Plan .....	11.58
Program Reference (Cooperative Ed) .....	11.59
Registration Form .....	11.60
Report of Credit Hours.....	11.61
Request for Course Change .....	11.62
Request for Program Change .....	11.63
Requisition .....	11.64
Secondary Employment Notification.....	11.65
Semester Student Learning Agreement (Cooperative Ed) .....	11.66
Sick Leave Bank Application for Loan .....	11.67
Sick Leave Bank Enrollment Form.....	11.68
Sick Leave Bank Notice of Resignation .....	11.69
Student Club/Organization Annual Report Form .....	11.70
Student Evaluation Form (Cooperative Ed) .....	11.71
Student Grievance Form .....	11.72
Student Work Report (Cooperative Ed) .....	11.73
Substantive Change Approval Form .....	11.74
Textbook Recommendation – Instructor’s.....	11.75
Transcript Request - Academic.....	11.76
Transcript Request (High School, GED, and/or College) .....	11.77
Travel Reimbursement In-State (Non-Dues Paying Event Only) .....	11.78
Travel Reimbursement Out-of-State and In-State Dues Paying Event .....	11.79
Travel Request .....	11.80
Tuition Waiver Form – Employee and/or Dependent.....	11.81
Uninsured Medical or Personal Property Damage Claims Forms .....	11.82
Uninsured Medical or Personal Property Damage Claims Report .....	11.83
Voluntary Disclosure of Disability (ADA) .....	11.84
Web Registration Agreement .....	11.85
Working Agreement (Cooperative Ed) .....	11.86