



## Instructor Petition to Waive Title 5 ADD/DROP Regulations

- Per Ed Code (T5, §58004) students who have been identified as not attending a class must be dropped prior to census.
- Students who are retroactively dropped or added late, can result in a negative monetary impact to the college as well as the student. When enrollment numbers are incorrectly reported to the State, there are often serious ramifications for funding for the college. Students with incorrectly reported units in progress can incur overpayments of State, Federal, Financial Aid and Veterans Affairs benefits. Student athletes reported as eligible may not be eligible after retroactive drops due to insufficient units.
- To ensure that drops for non-attendance are being submitted in a timely manner, all late drops and late adds **must** be approved by the Division Dean and Vice President.

### INSTRUCTOR ACTION REQUESTED:

**ADD Student:** Date of first attendance: \_\_\_\_\_

*(Add after 2<sup>nd</sup> week prior to 7<sup>th</sup> week **requires** explanation, Dean and Vice President signatures)*

**LATE ADD Student**

*(Deadline for LATE ADD is the end of the 7<sup>th</sup> week for Fall, Winter & Spring and 3<sup>rd</sup> week for Summer. Late add **must** have a written explanation of extenuating circumstances and **requires** Dean and Vice President signatures)*

**DROP Student:** *(Past deadline)*

No show

Last date of class attendance: \_\_\_\_\_

*(Deadline to DROP is 1 week after the "W" deadline for the class. Late drop **must** have a written explanation of extenuating circumstances and **requires** Dean and Vice President signatures)*

Student Name Last, First	Student ID#	Course ID Added/Dropped	Effective drop date or grade/ hours

Instructor explanation:

\_\_\_\_\_

\_\_\_\_\_

In accordance with the State of California accounting regulations, I certify that the following action should be taken for the student listed above:

Instructor Name \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Dean Name \_\_\_\_\_

Division Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President Name \_\_\_\_\_

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

A & R Use	Date Received:	By:	Action: