

CUYAMACA COLLEGE

PETITION TO ADD A CLASS AFTER LATE ADD PERIOD DUE TO EXTENUATING CIRCUMSTANCES

Must be accompanied by a completed Add/Drop Card, signed by the instructor, and submitted to Committee for review IMMEDIATELY after circumstances are discovered. **Please note:** Only under extenuating circumstances defined by Title 5, section 58004 (verified cases of accidents, illness, other circumstances beyond the control of the student) will students be allowed to add a class after the census date for that class. This is critical for purposes of state required college attendance accounting, a smooth process of matriculation for students, and effective academic and institutional management.

PREFER FORM COMPLETED ELECTRONICALLY

SEMESTER: FALL SPRING SUMMER 20__ DATE: _____

STUDENT NAME: _____ Colleague ID #: _____

ADDRESS: _____ PHONE #: _____

City State Zip Code EMAIL: _____

Student: Please include a statement below explaining your extenuating circumstances being sure to include the reason you were unable to add the course by the deadline (see the note below for more information) and attach unofficial copy of your GCCCD transcript (available on Self-Service). If there is not enough space, please attach additional paper. Please forward to your instructor when done.

Important Information: Only under extenuating circumstances defined by Title 5, section 58004 (verified cases of accidents, illness, other circumstances beyond the control of the student) will students be allowed to add a class after the census date for that class. Make sure to submit documentation proving extenuating circumstances and attach with your petition.

SECTION #

CLASS

Student Name (acts as signature)

INSTRUCTOR: PLEASE FILL OUT THIS PART BELOW. Incomplete forms will be returned.

Describe any extenuating circumstances that you are aware of regarding this petition. If there is not enough space, please attach additional paper. Please forward to your Dean after signing. Please forward to the Dean when done.

Date student first attended class:

Did student attend without interruption? YES NO

Do you approve of this late add petition? YES NO

What is the student's current grade?

Instructor Name (acts as signature)

Instructor Email

Date

DEAN: PLEASE FILL OUT THIS PART BELOW. Incomplete forms will be returned.

Describe any extenuating circumstances that you are aware of regarding this petition. If there is not enough space, please use additional paper. Please forward to Cuyamaca.Admissions@gcccd.edu when done.

Do you approve of this late add petition? YES NO

Dean Name (acts as signature)

Dean Email

Date

Do not write below this line

ACTION

APPROVED

NOT APPROVED

DATE

ADDED ON:

COMMITTEE COMMENTS:

Committee decision will be mailed to the address above within 10 working days. If approved, the class add will be processed by Admissions & Records and student will be responsible for all fees associated with enrollment.