

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.

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 (use additional paper if needed) and attach unofficial copy of your GCCCD transcript (available on Web Advisor).

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's Signature

Instructor: Please describe any extenuating circumstances that you are aware of regarding this petition: _____

Date student first attended class: _____ Student attended without interruption? YES____ NO____

Instructor Signature DATE: _____ EMAIL: _____

Dean's Signature: _____ DATE: _____ Phone Ext: _____

Do not write below this line

ACTION: APPROVED____ ADDED ON: _____ NOT APPROVED____ DATE: _____

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.