



# Permission to Drop After Census

This form is initiated by the instructor and must have Dean's signature before being forwarded to Enrollment Services via inter-district mail or by email to MJCESeForms@mjc.edu.

Today's Date: \_\_\_\_\_

### Student Information:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: w \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Course Information:

Course Name & Number: \_\_\_\_\_ Section #: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course start date: \_\_\_\_\_ Instructor's Name (please print): \_\_\_\_\_

### REASON FOR LATE Drop: Check ONE and complete the description.

**PiratesNet Error.** Please indicate what error message you received.

**Other:**

### IMPORTANT Instructor Note:

*It is your responsibility to clear your rosters of no shows and certify online by the census deadline. This form does NOT take the place of roster certification. By signing below, you are stating you understand this policy and will abide by the regulations in Title 5, §58004. Application of Census Procedures.*

Last date of attendance or participation: \_\_\_\_\_

Student NEVER attended or participated in course and will be dropped without a "W":

Is student being moved from one section to another within the same course?:  **If checked, complete and submit the "Permission to Add After Census" form along with this form. Both forms are needed to complete the process.**

APPROVED  DENIED **Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPROVED  DENIED **Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY

Census Date: \_\_\_\_\_ Refund Date: \_\_\_\_\_ Drop Date Recorded: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Backdated Drop:  RGCS: