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 #: _____

_____ EMAIL: _____
City   State   Zip Code

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

_____ DATE: _____ EMAIL: _____
        Instructor Signature

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.