



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 MJCSeForms@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.

Drop Student with a "W" last date of attendance or participation: _____

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

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: