



# Permission to Drop After Census

This form is initiated by the instructor and must have dean's signature before being forwarded to [ccadmissions@yosemite.edu](mailto:ccadmissions@yosemite.edu)

Student Name: \_\_\_\_\_ Student ID: w \_\_\_\_\_

### Course Information:

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

Instructor's Name (please print): \_\_\_\_\_

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

**Instructor error** – I made an error and should have dropped this student by census.

**connectColumbia Error** – I attempted to drop this student, but the system gave me the following error message: \_\_\_\_\_

**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.*

**Check one box only, including last date of attendance/participation if applicable:**

**Student NEVER attended or participated in the course and should have been marked as a No-Show.**

**Student ATTENDED/PARTICIPATED at least once prior to census but stopped before census. Last date of attendance/participation: \_\_\_\_\_**

Instructor Signature: \_\_\_\_\_

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

### ADMISSIONS & RECORDS USE ONLY

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

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