

INSTRUCTOR-INITIATED DROP

Shasta College Admissions and Records Office

STUDENT NAME: _____ SEMESTER: _____
(Last) (First) (MI) ID #: _____

INSTRUCTOR NAME: _____ COURSE: _____
(Course Title) (Section #)

INSTRUCTOR-INITIATED DROPS—PLEASE READ AND SIGN BELOW*

1. The instructor can initiate a drop of a student for non-attendance after the no record drop deadline (approximately 25% of the term) and before the “W” drop deadline (approximately 75% of the term) by completing an “Instructor-Initiated Drop” form and submitting it directly to the Admissions & Records Office.
2. The “Instructor-Initiated Drop” form would be processed according to the date received by the Admissions & Records Office or by the official postmark on incoming envelopes for off-campus faculty. NO DROPS WILL BE BACKDATED.
3. No drops will be permitted after the “W” drop date.
4. No drops will be permitted on the final grade rosters.
5. The “Instructor-Initiated Drop Procedure” detailed here will be elective by the instructor. Students retain the ultimate responsibility for dropping a class as detailed in the college “Schedule of Classes,” “Catalog,” and other registration-related material.
6. The “Instructor-Initiated Drop Procedure” will *not* include any course enrollment registrations or adding of classes.

NOTE: All “Instructor-Initiated Drop” forms must be submitted directly from Instructor to Admissions & Records

*Signature of Instructor: _____ Date: _____

*****FOR ADMISSIONS AND RECORDS OFFICE USE ONLY*****

Date Received: _____ Processed By/Date: _____ Comments: _____

1/2010lm

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