

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## Grossmont College Late Add Petition: 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.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_

Please check here if you would like your results emailed to you. Note we will only email the current email address on file with the Admissions & Records Department. You can update your email on Web Advisor/Self-Service.

**SEMESTER:** FALL \_\_\_ SPRING \_\_\_ SUMMER \_\_\_ 20 \_\_\_ Date: \_\_\_\_\_

SECTION # \_\_\_\_\_ CLASS: \_\_\_\_\_

**Please include a statement below explaining your extenuating circumstances (use additional paper if needed).**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

### ADMISSIONS USE ONLY

\_\_\_ APPROVED Admissions Dean/Designee \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ DENIED Reason for Denial: \_\_\_\_\_

\_\_\_ TABLED Action: \_\_\_\_\_

*If approved, the class add will be processed by Admissions & Records and student will be responsible for all fees associated with enrollment.*

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## Result of Petition

1. Situation does not qualify under “extenuating circumstances” (*as defined under California Education Code.*)
2. Please clarify your request.
3. No petition needed.
4. Please provide documentation to support your statements.
5. This deadline is established by State regulation and/or Board policy and cannot be waived by the Committee.
6. Contingent upon Student (1) submitting a signed and dated Add Card; (2) making payment of appropriate fees; and (3) contacting instructor to submit a grade. Student must complete ALL within 5 calendar days of approval.