



PRE-CENSUS LATE DROP PETITION

Student ID Number _____

Use this form ONLY if the student meets the following criteria:

- The student never attended/participated **OR**
- The student stopped attending before the Census date of the course (found on Self Service Drop Roster)
AND
- The faculty member is reporting the "Never Attended" status or Pre-Census Last Date of Attendance AFTER the section census date.

Prior to the section census date, please report the drop on your Self Service Census Roster by selecting "Never Attended" or enter an accurate Last Date of Attendance. Title 5 section 58004 requires the district to clear the rolls of inactive attendance as of each census day or date.

If the student stopped attending after census and before the 75% point of your section, please use the Drop Roster or Final Grade Roster to complete the withdrawal of the student from your class.

PART 1 - TO BE COMPLETED BY STUDENT or INSTRUCTOR

(Student Name) _____ requests to be dropped from the following course due to the fact that they stopped attending prior to the end of the second week (or 20% point for the short term courses). I understand that the drop date provided by my instructor will determine whether this petition is approved.

Control Number	Course Number	Semester	Instructor

Student Signature: _____ Date: _____

PART 2 – TO BE COMPLETED BY THE INSTRUCTOR

My signature verifies that student stopped participating in the class prior to census and that the instructor did not report in a timely manner and/or inaccurately reported that the student was no longer actively participating in the course. Additionally, the instructor authorizes the **correction and/or removal of any grade** erroneously issued based on the fact that the student should have been removed from the course prior to census.

Pre-Census date only:

I certify that the student's last date of attendance was:

(Enter a Pre-Census date or "Never Attended")

Instructor signature*: _____ Date: _____

If designee signing, please explain: _____

*If instructor is no longer employed by the District, student should contact the department chair.

This form must be returned to A&R by the instructor or department chair. Forms returned by students will not be processed. Email signed completed form to: admissions@butte.edu.

ADMISSIONS & RECORDS OFFICE USE ONLY:

Processed by: _____

Dropped: _____

Notified Student: _____

Date: _____