



Gavilan College
5055 Santa Teresa Blvd
Gilroy, CA 95020

Petition for Exceptions to Registration Policies
(Late Add/Late Drop)

Name: _____ G#: _____
Last Name First Name

Email: _____ Phone # (_____) _____

Semester/Year: Spring 20 Summer 20 Fall 20

Check if you are:

Receiving Veterans' Benefits* Receiving Financial Aid* Are an F1 Student*

**Some petitions will be denied in compliance with federal or other regulations related to enrollment status, funding or benefits receipt*

Student's Signature: _____ Date: _____

- Incomplete petitions will be denied.
- Please write clearly and concisely.
- Late add and late drop requests require the approval of the Vice President of Student Services or Director of Admissions and Records.

INSTRUCTOR VERIFICATION
(LATE ADD/LATE DROP ONLY)

TO BE COMPLETED BY INSTRUCTOR

FOR LATE ADD: Date FIRST attended class: _____ Class: _____

FOR LATE DROP: Date LAST attended class: _____ CRN: _____

Instructor's Comments: _____

Instructor's Signature: _____ Date: _____

TO BE COMPLETED BY STUDENT

Student's Comments: _____

OFFICE USE ONLY
(For late add, late drop and time conflict only)

Approved Denied Other Remarks: _____

Vice Pres Stu Svcs or Dir. of A&R Signature: _____ Date: _____