

Use this form to drop a student as a no-show from your class after the 65% point (the last day to drop with a “W”) and prior to the last day of the course. Complete and sign this form and submit it to the Office of Admissions and Records prior to submitting your grades. Once grades are submitted, this process is no longer available online and students will need to petition for a no-show drop. Please enter student names and ID numbers legibly. Instructors must submit this form to the Office of Admissions and Records prior to the grade submission process at the end of the semester. **Forms are only accepted from the faculty district-assigned email address and must be sent to ivc-ar-petitions@ivc.edu for processing.**

Course Name (i.e. WR 1): _____ Ticket Number: _____ Semester/Year: _____

Instructor Name: _____

To be completed by the Office of Admissions and Records staff.

Student ID	Student Name (Last, First)	Student Successfully Dropped	Notes

The above students were dropped as no-shows in accordance with California Regulations, Title V, Section 58004 and the college catalog, and did not attend any class session during the time the course was offered.

Instructor Signature

Date

For Use by the Office of Admissions and Records Only

Date Processed: _____

Processed By: _____