



Faculty Exception Request

Faculty Information

Last Name		First Name	
GAV ID #		GAV Email	
Department		Semester	

Instructions: Please check the box to indicate the exception request that applies, and then continue to the corresponding number. Please use a separate exception form for each class/student request.

1. First Census Missed Deadline 2. Student Reinstatement 3. Drop student NRS

1. First Census Missed Deadline: Subject _____ Course _____ CRN _____
Reason for late submission: _____

Please attach the printed copy of your First Census roster to this form. NOTE: you must use the First Census roster issued to you from the A&R Office.

2. Student Reinstatement: Student G # _____ Student Name _____
Subject _____ Course _____ CRN _____

3. Drop student with NRS (Use this form after first census)
Student G # _____ Student Name _____
Subject _____ Course _____ CRN _____
First date attended _____ Last date attended _____
Reason for requested change: _____

Required Signatures

Instructor Signature	Date
A&R Director Signature	Date

Submit this form to:
Admissions and Records
Linda Diaz
Lmdiaz@gavilan.edu
831.244.0271