

Instructor Drops:

Note:

- Instructor Drop Requests are due by the last day to add of each semester. Check Registration Calendars at www.sjsu.edu/registrar/calendar.
- Requests should be dropped off by the Instructor or Administrative Staff only. Photo ID is required upon submission.
- The URL for the policy description on Instructor Drops can be found at:
<http://info.sjsu.edu/web-dbgen/narr/catalog/rec-1780.html>

Step by step Instructions

1. Print a copy of your Class Roster(s).
2. Cross out the names of the students you want to drop on the roster.
3. Put the notation “drop” next to the student ID number for each student you are dropping.
4. Sign and date that roster.
5. Provide your contact information (email or phone number).
6. Submit it at the “R” Counter in the Student Services Center. You do not need to wait in line. Just go to the Counter with the yellow sign that reads “Faculty/Staff Drop Off”. Our staff will check your photo ID at this Counter.