

Instructor Drops:

Note:

- Instructor Drops Request is due by the last day to add of each semester. Check Registration Calendars at www.sjsu.edu/registrar/calendar
- This request should be drop off by Instructor or Administrative Staff only. Photo ID will be requested upon submission.
- The URL for the policy description on Instructor drops can be found in [SJSU Catalog](#) (Follow this navigation: SJSU Policies and Procedures > Registration > Registration - Dropping a Class > Registration - Instructor Drops)

Step by step Instructions

1. Print a copy of Class Roster(s)
2. Cross out student(s)' name on this Roster
3. Put a notation "drop" by the students' ID
4. Sign and date that roster
5. Provide contact information e.g. campus extension & e-mail address of instructor on this Roster
6. Submit it at the Window "R" in Faculty & Staff drop off box (left most Counter) at the Student Services Center. Photo ID will be requested.