



Petition for Excused Withdrawal or Military Withdrawal

IMPORTANT: This petition must be filed no later than one year following the awarding of the original grade. The petition **MUST** include all required documents and/or signatures. **An incomplete petition will not be accepted.**

This petition applies to the following term: ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Student Name: _____ Student ID#: _____
(Last) (First)

Phone: _____ E-Mail: _____

I understand that by submitting this form, I am NOT guaranteed an exception to the withdrawal deadlines. I confirm that all of the information I have presented below is true and accurate. I understand that this decision is final.

Student Signature: _____ Date: _____

Are you a Financial Aid recipient? ☐ Yes (see below) ☐ No

As a financial aid recipient, I understand that if this request is granted it may impact the financial aid received for this term and/or any future term if the standards of academic progress (SAP) are not met. By making this selection, I assume all responsibility for adverse consequences.

Select which of the following circumstances apply to you (check one):

- ☐ **Excused Withdrawal:** A student may petition for an Excused Withdrawal due to extenuating circumstances, which occurred after census. Extenuating circumstances are approved based upon verifiable documentation supporting the request (see back page for more details). If approved, the petitioned classes will be designated with an "EW (Excused Withdrawal)" on the transcript. An "EW" will not be counted in progress probation or dismissal calculations nor will it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. **(REQUIRED: Please provide a personal statement providing a justification for the petition and verifying documentation for the extenuating circumstances which must be attached to this petition)**
- ☐ **Military Withdrawal:** A student who is a member of an active or reserve U.S. military service and has received orders compelling a withdrawal from courses may request a military withdrawal. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals nor shall it be counted in progress and dismissal calculations. **(REQUIRED: A copy of the student's military orders submitted along with this petition)**

TERM	SECTION #	COURSE NAME	LAST DATE OF ATTENDANCE

FOR OFFICE USE UPON RECEIPT

☐ Student Signed & Dated ☐ Personal Statement (Req. for EW only) ☐ Verifying Documents Staff Initials: _____ Date: _____

☐ APPROVED ☐ DENIED | ☐ Academic Record Updated ☐ Transcript Updated ☐ Account Rebilled (if applicable) ☐ Financial Aid Notified

Dean of A&R Signature: _____ Student notified: ☐ PHONE ☐ EMAIL ☐ IN-PERSON

Comments: _____ Staff Initials: _____ Date: _____

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAWAL

In accordance with Title 5, section 55024(e), an EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the College's Admissions and Records Department..

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

ADDITIONAL STIPULATIONS

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than one year after year from the term to be disregarded. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

ACCEPTABLE REASONS FOR AND MILITARY WITHDRAWAL

In accordance with Title 5, section 55024(d), an "MW" is acceptable when a student withdraws from a course(s) when a member of an active or reserve US military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after "No Grade of Record" (NGR) period. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

Student Instructions

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| Step 1 | Pick up the Excused Withdrawal or Military Withdrawal Petition in the Admissions and Records Office. |
| Step 2 | Write a statement of justification explaining specific extenuating circumstances that led to the withdrawal. |
| Step 3 | Attach a copy of all required documents as stated for Excused Withdrawal or Military Withdrawal |
| Step 4 | Sign, date, and submit the petition to Admissions and Records within the timeframe outlined above. |

Petitions for Excused Withdrawal or Military Withdrawal may take up to 2-3 weeks to process. You will be notified of the College's decision by the email that you have indicated on this petition.

Note: Refunds can only be granted if the drop is within the first 2 weeks of a full-semester course or 10% of a short course.