

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.**

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 are not met. By making this selection, I assume all responsibility for adverse consequences.

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

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: A typed personal statement providing a justification for the petition AND verifying documentation for the extenuating circumstances submitted along with this petition.)**

Please list ALL the classes in which you are registered for the term indicated above. If approved, all classes will be dropped and assigned an Excused Withdrawal (EW) grade.

Course Subject/Number <small>(e.g. ENGL-101)</small>	Section Number <small>(e.g. 54321)</small>

- 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: Verifying documentation of the student’s military orders submitted along with this petition)**

FOR OFFICE USE UPON RECEIPT

Student Signed & Dated Verifying Documentation Typed Personal Statement *(required for EW)* **Staff Initials:** _____ **Date:** _____

FOR A&R/E.A.R. USE UPON REVIEW/EVALUATION

Committee Review Date: _____ APPROVED DENIED

If Approved: STAC Updated | RGCS Updated by **Staff Initials:** _____ **Date:** _____ | LASERFICHE

Student notified: PHONE EMAIL IN-PERSON by **Staff Initials:** _____ **Date:** _____

Comments: _____

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAW

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;
- 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.

ADDITIONAL STIPULATIONS

In accordance to Title 5, section 55024 (e), 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. The petition must be filed no later than one year following the awarding of the original grade.

REIMBURSEMENT FOR EXCUSED WITHDRAW

A community college district shall **not** refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course.