

## Petition for Excused/Emergency Withdrawal OR Military Withdrawal

**IMPORTANT:** This petition is ONLY for courses taken at Santiago Canyon College (SCC). Courses taken at Santa Ana College (SAC) must be petitioned at SAC. 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:** \_\_\_\_\_

*By signing or typing my name below, I am indicating that 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. The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.*

**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\_\_\_\_  Intercession 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

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

- Excused/Emergency Withdrawal (EW):** A student may petition for an EW which occurred after census. If approved, the petitioned classes will be designated with an "EW" 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.

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

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

- 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  MW 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: \_\_\_\_\_

## REQUIRED

### Personal/Justification Statement:

[ You may attach a separate typed letter ]

### ADDITIONAL STIPULATIONS and DEADLINES

In accordance to Title 5, section 55024, an EW symbol may be requested by the student **without documentation up until the last day of instruction and before a grade has been assigned.**

After a grade has been assigned, students must include documentation of extenuating circumstances when petitioning for an EW. Petitions must be filed no later than one year following the awarding of the original grade.

Excused Withdrawals 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.