



**Admissions and Records Office**

**EXCUSED WITHDRAWAL REQUEST FORM**

**Effective Fall 2018**, an Excused Withdrawal may be issued when a student is compelled to withdraw from a course due to circumstances beyond their control. The Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals nor as an enrollment attempt. [Title 5, section 55024(e)]. In accordance with District policy, this petition must be submitted within **two years of the term of enrollment** in the course(s) to be excused. but shall not be approved for coursework taken prior to Fall 2018.

**CAUTION:** If you are a financial aid recipient, you may have to repay financial aid funds if your petition is approved.  
\*\*Check with your financial aid representative before submitting this petition.\*\*

PLEASE PRINT ALL INFORMATION CLEARLY

**STUDENT**

<b>Student Name – Last, First, M.I.</b>	<b>Student ID #</b>
<b>Address – Street, City, State, Zip</b>	
<b>Email</b>	<b>Phone</b>

**COURSE**

<b>Course Title:</b>	<b>Section Number:</b>	<b>Semester/Year:</b>	<b>Last Date of Attendance:</b>	<b>Instructor Name (print):</b>
<b>Example: MAT 110</b>	<b>#02</b>	<b>Fall 2018</b>	<b>11/3/2018</b>	<b>B. Jones</b>

**DOCUMENTATION-REQUIRED**

*Please attach:*

- A. A typed statement that describes your extenuating circumstances and explains why you need to withdraw from class(es). Acceptable circumstances include: job transfer outside the area, immigration action, death of immediate family member, release or involuntary transfer of an incarcerated student before the end of the term, chronic or acute illness, verifiable accident, natural disasters directly affecting the student.
- B. Supporting documentation, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc.

I am requesting to withdraw from this/these class(es) and understand that if approved, an EW will be placed on my record.

*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Director of Admissions & Records Signature