

Name: _____

Student ID: _____

Address: _____

Phone: _____

City, State, Zip: _____

Email: _____

Excused withdrawals (EW) shall be allowed to students in extenuating circumstances. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. An Excused Withdrawal 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 circumstances. Students are strongly encouraged to contact financial aid, and any special program they belong to prior to submission.

Please read the attached instruction sheet carefully. Before petitioning, you should also consult with your instructor(s) regarding your withdrawal from your class(es).

- 1. You must first meet with an SCCCD college academic counselor before submitting this petition.**
2. In Section I below, list the classes to be considered by this petition.
3. The **deadline to petition to withdraw from all classes is the last day of instruction for the course.** You must include on the next page a clear and concise statement explaining your extenuating circumstances for the reason for excused withdrawal.
4. If you are not dropping all of the classes for the semester (requesting a partial withdrawal), you must provide a clear and concise explanation on the next page, or your petition will be denied.

Section I –

1. List all courses from which you wish to withdraw based on extenuating circumstances:

| Location | Semester | Course | Section # | Instructor Name | Office Use | Approved | Denied |
|----------|----------|--------|-----------|-----------------|------------|----------|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2. Write a clear and concise statement (including dates of occurrence) explaining your extenuating circumstances for the reason for excused withdrawal: (Attach an additional page if more space is needed)

If requesting a partial withdrawal, write a clear and concise statement explaining why you are requesting a partial withdrawal: (Attach an additional page if more space is needed)

By signing this form, I acknowledge that I have met with a SCCCD academic counselor to discuss mitigation efforts to prevent withdrawal from the class(es) listed above.

Student Signature: _____ **Date:** _____

Section II – For Office Use Only

A&R Received Date: _____ A&R Received By: _____ Enrolled: **Y / N** Partial Withdrawal: **Y / N**

3rd Party Docs: Y / N **Medical Docs:** Y / N **EW Counseling Date:** _____ **EW Counselor Name:** _____

Admissions & Records Comments: _____

_____ By: _____

Approved Denied _____ Date: _____

Academic Standards Committee Designee

Symbol Assigned: EW MW Processed By: _____ Date: _____ Copy to Student Date: _____

PETITION TO WITHDRAW – Excused Withdrawal (EW)/Military Withdrawal (MW)

I. Eligibility for Excused Withdrawal:

1. With few exceptions, the student must withdraw from **all** classes in the semester for which the petition is being requested. **The majority of these exceptions entail:**
 - a) Physical or medical withdrawal from a PE/DANCE class.
 - b) Retaining a short-term class that has been completed prior to the need to withdraw.
 - c) Retaining 100% online classes that can be ‘attended’ at home.
 - d) Other circumstances not listed above will be reviewed by the Academic Standards Committee (ASC).
2. Petition must be submitted no later than the last day of instruction for the course in which the extenuating circumstances occurred.
3. The reason for the withdrawal **must** be for extenuating circumstances outside the student’s control.

II. Examples of Reasons for Withdrawal:

1. Death in the immediate family
2. Jury Duty
3. Medical/Psychological
4. Involuntary/mandated Work Schedule Changes
5. Military Service
 - Copy of Military Orders is required.

III. Important Notes:

1. Upon submission of the petition, Admissions & Records may consult with the instructor of record for each class.
2. Please allow at least 60 working days from receipt of your petition for processing.
3. Student will receive a copy of the petition with the results once all necessary reviews have been completed.