

Late Withdraw Petition



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

This form is to request withdraw after the deadline **due to extenuating circumstances** (Extenuating circumstance are verified cases of accident, illnesses or other circumstances beyond the control of the student) You must attach supporting documentation to this petition. Follow instructions on the reverse side. You will be notified by email upon final determination. Petition must be completed prior to grades being issued for the course.

TO BE COMPLETED BY STUDENT: Fall Spring Summer Year: 20 _____

Student Name: _____ **SSN/Student ID#:** _____
Last First Middle

Mailing Address: _____
Street Name & Number/PO Box

_____ City State Zip Code

Phone: _____ **Email:** _____

Course Name/Number: _____ **Course Code:** _____ **Instructor Name:** _____
(Example: Math 13) (i.e., 04951)

Justification Statement: Fully describe the situation, using specific details. Supporting documentation **must** be attached to this petition **regardless of the circumstance** (see back for examples).

Student Signature: _____ **Date:** _____

TO BE APPROVED BY ALL OF THE FOLLOWING:

1. INSTRUCTOR

Approve Disapprove

Indicate **last** day of attendance: _____

Instructor Comment: _____

Instructor Signature: _____ **Date:** _____

2. DIVISION DEAN

Approve Disapprove

Division Dean Comment: _____

Division Dean Signature: _____ **Date:** _____

3. ADMISSIONS AND RECORDS PROGRAM MANAGER

A&R Program Manager Comment: _____

A&R Manager Signature: _____ **Date:** _____

Late Withdraw Guidelines

INSTRUCTIONS FOR STUDENTS

1. This form is to request a Withdraw after the deadline due to extenuating circumstances. (Extenuating circumstance are verified cases of accident, illnesses or other circumstances beyond the control of the student)
2. Examples of documentation include but are not limited to the following:
 - Official medical documentation
 - A letter from your employer on company letterhead
 - Photocopy of a death certificate or obituary
 - Travel documents
3. Submit the petition with attached documentation to the faculty member teaching the course.
4. After review the faculty member will forward the petition on to the division office and then it will be forwarded to A&R for final processing.
5. You will be notified of your petition status by e-mail (if provided) or by mail or may be verified by checking your MySierra account. Please allow a minimum of two weeks for processing.

INSTRUCTIONS FOR INSTRUCTORS

1. Please review the extenuating circumstances and attached supporting documentation.
2. Indicate approved or denied, sign it and forward to your Dean. Comments should be made all petitions.

INSTRUCTIONS FOR DIVISION DEANS

1. Please review the extenuating circumstances and attached supporting documentation.
2. Please verify that the Instructor of Record has approved and signed the appeal.
3. Indicate your determination, sign and return to A&R Office for processing.

Reference: Title V Section 55758