



## Excused Withdraw Petition

Please review the reverse side of this petition for important information on how to complete this form with required documentation.

### Student Information:

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Course Name:

Course Number:

Instructor Name:

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approvals:

Financial Aid Office:  Impact  No Impact

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Financial Aid Office Use Only:

Comments:  
\_\_\_\_\_

Petition Committee:  Approve  Disapprove

### A&R Office Use Only:

Comments:  
\_\_\_\_\_

## INSTRUCTIONS FOR STUDENTS

This petition is used to withdraw from a class if there were events beyond your control affecting your ability to complete the class. The Excused Withdraw (EW) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. The EW does not generate a refund (Title V 55024 Section e). Approved EW petitions may affect your financial aid SAP and awards.

Students must describe in detail and attach documentation of extenuating circumstances (ex: doctor's note, death certificate, etc.), which are defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student.

You must file this petition within 3 years of completing the class, and allow a minimum of 5 weeks for processing.

**After completing the “Student Information” section on the front of this petition, you must do the following in order:**

- Bring the petition to Admissions & Records for processing. If you are receiving financial aid you will be contacted by the Financial Aid Office to let you know if your EW petition will have an impact on your financial aid or not.
- Your petition will be reviewed by the Petition Committee and you will be notified of the decision by the Admissions & Records Office.