

Excused Withdraw (EW) Petition



Admissions and Records
5100 Sierra College Blvd., Rocklin, CA 95677
Email: enrollmentservices@sierracollege.edu

Rocklin (916) 660-7340
NCC (530) 274-5302
Tahoe/Truckee (530) 550-2225

This petition is used to withdraw if there were events beyond your control affecting your ability to complete the course. 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 and Number
(ex. ENGL 1A)

Course Title
(ex. College Read/Write/Research)

Last Date Attended
(ex. 12/05/2023)

I acknowledge that the course requested has not been used to fulfill general education requirements and/or a pending/awarded degree/certificate. For example: AA/ADT/AS, CSU GE/IGETC/Cal-GETC certification.

Student Signature: _____ Date: _____

Please provide a description of the event and documentation with the petition. See back for additional information.

For District Use Only:

Financial Aid Office: ☐ Impact ☐ No Impact Initials: _____ Date: _____

Financial Aid Office:

Comments:

Evaluator Review: ☐ Impact ☐ No Impact Initials: _____ Date: _____

Evaluator:

Comments:

Petition Committee: ☐ Approve ☐ Disapprove

Instruction for Students

This petition is used to withdraw if there were events beyond your control affecting your ability to complete the course. 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/or dismissal calculations. The EW does not generate a refund (Title V, Section 55024). Approved EW petitions may affect your financial aid 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/attempting the course and allow a minimum of 5 weeks for processing.

Please note that courses used to fulfill general education requirements and/or a pending/awarded degree/certificate may not be eligible. For example: AA/ADT/AS, CSU GE/IGETC/Cal-GETC certification.

The Financial Aid Department needs the last date of attendance for the course you are requesting as EW. The last date of attendance is required regardless of whether you receive a grade and/or financial aid.

After completing the "Student Information" section on the front of this petition, submit the EW petition to Admissions and Records for processing. You can email, submit in-person, or mail your completed petition. See the front for information.

If you are receiving financial aid, you will be contacted by the Financial Aid Department to let you know if your EW petition will have an impact on your financial aid.

Your request will be reviewed by the Petition Committee, and you will be notified of the decision by the Admissions and Records Department via your mySierra College email.

Please do not include photos or documentation that could trigger harm to yourself or others. If you have concerns about sharing sensitive information and would like to talk to a counselor prior to submitting the petition, please contact the following supportive services available to you through the college.

- **Interest Area Counseling:**
 - Academic, career, and personal counseling support.
 - To connect with your Interest Area Counselor, please call to request a personal counseling appointment, or book in Sierra Connect through your mySierra account.
 - Rocklin: (916) 660-8400 Nevada County: (530) 274-5303 Tahoe-Truckee: (530) 550-2225
 - For more information visit: <https://www.sierracollege.edu/student-services/counseling/>
- **CARE Team:**
 - In-depth counseling support to students who are struggling emotionally, psychologically, or whose safety is at-risk. The CARE Team works with each student along with their interest area support network to provide a holistic plan of support.
 - Contact: (916) 660-8400 or CAREteam@sierracollege.edu
 - For more information visit: <https://www.sierracollege.edu/visit-sierra-college/community-safety/care-team/>
- **Title IX Campus Advocacy:**
 - Provides personal counseling and advocacy to students impacted by intimate partner violence, stalking, sexual harassment, etc.
 - Contact: (916) 660-8400 or 9confidential@sierracollege.edu
 - For more information visit: <https://www.sierracollege.edu/administration/title-ix/>