



Admissions & Records
EXCUSED WITHDRAWAL PETITION

OFFICIAL USE ONLY Approved Denied

Initials _____ Date _____

Comments:

Full Name _____

CR ID# _____

An excused withdrawal is permitted when a student has experienced extenuating circumstances beyond the student's control, which affects the student's ability to complete a course(s). Extenuating circumstances may include, but are not limited to, a job transfer outside of the geographical region, personal or familial illness or injury and receiving military orders. **Title 5 Education Code, Section 55024, states that excused withdrawals shall not be counted as an enrollment attempt, toward the permitted number of withdrawals, progress probation and dismissal calculations.**

DOCUMENTATION OF EXTENUATING CIRCUMSTANCES MUST BE ATTACHED TO THIS FORM
Failure to attach documentation may result in an automatic denial.
PETITIONS MUST BE SUBMITTED WITHIN ONE YEAR OF THE TERM IN QUESTION

Fall 20 _____ Spring 20 _____ Summer 20 _____

- I am requesting an excused withdrawal from **ALL** of my courses.
- I am requesting an excused withdrawal from **ONE or MORE** of my courses as specified below.

<u>Course Name</u>	<u>Section #</u>	<u>Course Name</u>	<u>Section #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State the reason for your request:

Did you receive financial aid for the semester indicated above? Yes No
(other than the CA Promise Grant / BOG Fee Waiver)

IMPORTANT NOTE:
As per federal regulations, the Financial Aid Office may re-bill your account and you may be require to pay back a portion of the financial aid disbursed to you during the semester for which you are petitioning for an excused withdrawal. *It is strongly recommended that you contact the Financial Aid Office within two weeks of submitting this form to inquire about your account.*

By signing below, I am agreeing to the terms and conditions detailed on this form and to the regulations put forth in Title 5 Education Code, Section 55024. I declare under penalty of perjury of law that all of the information provided is true and accurate to the best of my knowledge.

Student's Signature _____ Date _____