



Admissions & Records  
EXCUSED WITHDRAWAL PETITION

OFFICIAL USE ONLY  Approved  Denied  
Initials \_\_\_\_\_ Date \_\_\_\_\_  
Comments:  
\_\_\_\_\_

Full Legal 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.**

**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 extenuating circumstances that affected your ability to successfully complete the course:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE REGARDING FINANCIAL AID:**  
Per Federal regulations, the Financial Aid Office may re-bill your account and you may be required 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 \_\_\_\_\_

OFFICE USE ONLY  
 STAC  SACS  IPC  PCB Initials \_\_\_\_\_