



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:

Did you receive financial aid for the semester indicated above?

(other than the CA Promise Grant / BOG Fee Waiver)

Yes No

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 _____