



San Diego Community College District Petition for Excused Withdrawal

Purpose of Petition: To request academic excused withdrawal for circumstances reasonably beyond the control of the student that caused for them to be unable to attend classes or complete the semester/term. Circumstances include, but are not limited to: 1) medical emergency, including accident, serious illness, or non-elective surgery for themselves or a member of their immediate family; 2) personal emergency or hardship situation such as assault or domestic violence, loss of job or job transfer, family or child-care dependency crisis, or death of an immediate family member.

Note: It is recommended that students visit with a counselor to discuss alternative options to an Excused Withdrawal (EW) to be sure that this choice is the best course of action for the student's academic career. Additionally, students receiving financial aid should contact the Financial Aid Office to understand the possible implications.

Student Name: _____
(PRINT) Last First MI

Student ID Number: _____ College: City Mesa Miramar

Telephone: _____ E-mail: _____

Explanation: (include a brief, but detailed summary below to explain the circumstances; be sure all **supporting documentation** is attached to this petition at the time of submission)

Semester: Spring Summer Fall Year: _____

(Select one of the following)

I am requesting an Excused Withdrawal for **ALL** courses in the semester above.

I am only requesting an Excused Withdrawal for the following course(s) (Include Subject/Course; e.g. PSYC 101):

- _____
- _____
- _____
- _____

Petitions will be accepted up to 1 year after the completion of the semester in which you are requesting an Excused Withdrawal. All petitions are to be submitted to the Vice President of Student Services Office for review; students will be notified of the outcome via e-mail.

By signing this form, I give my consent for all documentation provided to be reviewed by authorized personnel in order to process my request for Excused Withdrawal.

Student Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Received: _____

Approved Denied Brief Explanation: _____

Authorized Signature: _____ Date: _____

Petition for Excused Withdrawal Information

As stated in the catalog, a symbol of “EW”, Excused Withdrawal, may be assigned when a student is permitted to withdraw from a course(s) due to specific circumstances beyond the control of the student affecting their ability to complete a course(s).

Be sure to attach supporting documentation substantiating the student’s extenuating circumstances, including pertinent dates and times. Examples of supporting documentation include letter from physician, court documents, death certificate, etc.

- Excused withdrawal will not be counted in progress probation and dismissal calculations.
- Excused withdrawal will not be counted as an enrollment attempt.
- No refunds will be provided for Excused Withdrawals.
- Excused withdrawals will not be accepted for classes completed prior to Spring 2018