# STUDENT PETITION FOR EXCUSED WITHDRAWAL

**POLICY**: Per PACCD AP 4220, the EW symbol may be requested by the student and used to denote withdrawal. Excused withdrawal (EW) shall not be counted in progress probation or dismissal calculations, nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control and must be supported by verifiable documentation.

Effective on and after January 2018, grade changes may be requested by the student no more than 6 months after the term in which a less than passing grade was awarded, per PACCD AP 4230. Petitions for Excused Withdrawal (EW) may continue to be accepted under some circumstances.  Requests for grade changes to Excused Withdrawal for terms prior to January 2018 cannot be considered.

A change of academic grade to Excused Withdrawal (EW) can be recorded only after this petition has been completed, signed by the student, approved by the Instructor and Division Dean (when applicable), and determined to meet the requirements of the policies of the PACCD.   An EW may only replace grades of D, F, or W.

Name: _____   ID Number: _____

       LAST      FIRST

Email: _____   Phone Number: _____

## SECTION 1: Petition Term / Year:

☐ Winter 20_____   ☐ Spring 20_____   ☐ Summer 20_____   ☐ Fall 20_____

Requesting Excused Withdrawal in

Course Name & Title: _____ CRN: _____

Course Name & Title: _____ CRN: _____

Course Name & Title: _____ CRN: _____

Course Name & Title: _____ CRN: _____

## SECTION 2: Justification for request (Explains the necessity of withdrawal)

Dropping is the only option because:

☐ Job transfer outside the geographical region

☐ Illness in the family where the student is the primary caregiver

☐ An incarcerated student in a CA State Prison or County Jail is released from custody or *involuntarily* transferred before the end of term

☐ The student is the subject of an immigration action

☐ Death of an immediate family member

☐ Chronic or acute illness Verifiable accident

☐ Natural disasters directly affecting the student

☐ Other reason beyond the student's control (must include personal statement explaining request AND verifiable documentation

## SECTION 3: Verifiable Documentation (confirms the necessity of the withdrawal)

If supporting documentation is not provided, the request for EW cannot and will not be approved. The verifiable documentation must be directly connected to the justification for the request.

☐ I have attached verifiable medical, legal, and other appropriate documentation, dated for the term in question, proving my completion of the course is impossible due to reasons beyond my control.

☐ I have attached my personal statement explaining my request (Required if you have checked "Other" above).

I certify all information provided is accurate and complete to the best of my knowledge and any false information will be cause for denial. I understand that my financial aid may be affected by an Excused Withdrawal depending on individual circumstance.

Student Signature: _____ Date: _____

| Office Use Only: | Initial: _____ Date: _____ |

# PERSONAL STATEMENT FOR PETITION

**Name:** _____     **ID Number:** _____

PERSONAL STATEMENT

Use the space to briefly explain the reason for the petition and the remedy you are seeking. Provide your petition, supporting documentation, and this personal statement to substantiate your request.

Click or tap here to enter text.

Student Signature: _____     Date: _____

Office Use Only:     Initial: _____ Date: _____