



Petition for Excused Withdrawal

IMPORTANT: This petition must be filed no later than the last day of instruction per section and before a grade is assigned. The petition **MUST** include a personal statement on page 2 and all signatures. **An incomplete petition will not be accepted.**

SAC offers a wide variety of campus resources to support our students in their path to success. Please find a selection of resources below and reach out to all that may be beneficial to you.					
Counseling Center	(714) 564-6100	S-112	Financial Aid	(714) 564-6242	JSC-201
Disabled Student Programs and Services	(714) 564-6295	JSC-108	EOPS	714-564-6232	JSC-212
Student Life	(714) 564-6208	JSC-102	Veterans Resource Center	(714) 564-6050	R-101
SAC Foundation (Scholarships)	(714) 564-6091	S-201	International Student Program	(714)564-6047	JSC-208

I have communicated / interacted with the following SAC Campus Resources before submitting this EW Petition (select all that apply):

- Course Instructor
 Counselor
 Learning / Tutoring Center
 Other: _____

Student Name: _____ **Student ID#:** _____
(Last) (First)

Phone: _____ **E-Mail:** _____

I understand that by submitting this form, I am NOT guaranteed an exception to the withdrawal deadlines. I confirm that all of the information I have presented below is true and accurate. I understand that this decision is final.

Student Signature: _____ **Date:** _____

Are you a Financial Aid recipient?: Yes No

As a financial aid recipient, I understand that if this request is granted it may impact the financial aid received for this term and/or any future term if the standards of academic progress are not met. By making this selection, I assume all responsibility for adverse consequences.

Do you receive VA Benefits?: Yes No

As a VA education benefits recipient, I understand that if this request is granted it may impact the benefits received for this term. I understand that I am still eligible for benefits, but only for the days I attended the course. By making this selection, I assume all responsibility for adverse consequences and am ready to provide documentation to the VA if and when they request it.

This petition applies to the following term: Fall 20____ Intersession 20____ Spring 20____ Summer 20____

Excused Withdrawal: A student may petition for an Excused Withdrawal due to extenuating circumstances, which occurred after census. Extenuating circumstances are approved for reasons beyond the student's control (see back page for more details). If approved, the petitioned classes will be designated with an "EW (Excused Withdrawal)" on the transcript. An "EW" will not be counted in progress probation or dismissal calculations nor will it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. (REQUIRED: Personal statement providing a justification for the extenuating circumstances submitted along with this petition).

Please list the classes for which you are petitioning an Excused Withdrawal (EW) below.

Course Subject/Number	Section Number

Personal Statement:

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAW

In accordance with Title 5, section 55024(e), an EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

ADDITIONAL STIPULATIONS

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time prior to end of class and receiving a grade. After class ended / a grade was received, the student can submit an A&G Petition (Petition for Exception to Academic Regulation) to request an EW. That petition must be filed no later than one year following the awarding of the original grade. Excused Withdraw 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. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.