

**EXCUSED WITHDRAWAL PETITION** 

#### Please Print

Na	me	

G #:

First name Last name

Email: \_\_

Phone #: (\_\_\_\_) \_\_\_

## This form is to be used in the event that a student wishes to take an Excused Withdrawal (EW) for one or more courses.

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.

In accordance with Title 5, section 55024(e), an EW (excused withdrawal) occurs when a student is permitted to withdrawal from a course(s) due to specific events beyond the control of the student affecting his/her ability to complete a course(s). Upon verification of these conditions and consistent with the District's acceptable documentation substantiating the condition, an EW may be assigned. Verifiable documentation can include but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical.

# INSTRUCTIONS

- Email completed petition to: admissions @gavilan.edu
- Attach all relevant verifiable documentation (must be in pdf format)
- Petition will be reviewed by an Admissions and Records Administrator or designee.
- You will receive an email indicating approval or denial, and the reasons and/or the limitations in approximately 10-14 business days

## **REQUEST FOR EXCUSED WITHDRAWAL**

I petition for an Excused Withdrawal, on the grounds of extenuating circumstances, from the following course(s):

Term:   Summer    Fall    Winter    Spring Year:				
CRN	Course Name & Title	Instructor	Course Type	
			□ In-person   □ Online   □ Hybrid	
			□ In-person   □ Online   □ Hybrid	
			□ In-person   □ Online   □ Hybrid	
			□ In-person   □ Online   □ Hybrid	
			🗆 In-person   🗆 Online   🗆 Hybrid	

## JUSTIFICATION FOR REQUEST

- □ Job transfer outside the geographic region
- □ Illness in the family where I am the primary caregiver
- I am incarcerated student in CA prison and was released or transferred before end of the term
- □ I am subject to immigration action

- Death of an immediate family member
- Chronic or acute illness
- Verifiable accident
- Natural disaster that directly affected me
- COVID impact
- Other:

# **EXCUSED WITHDRAWAL PETITION**

Please provide a brief but detailed explanation to explain the circumstance checked above

If providing supporting documentation, please make note below of the type of documentation included.

# STUDENT CERTIFICATION

- □ I understand that I should consult the financial aid office regarding the impact an EW may have on my financial aid, prior to submitting this request.
- □ I understand that an EW may affect athletic eligibility, scholarships, and sponsorships. I should meet with a counselor prior to submitting this request.

By signing below, I certify that the information given on, and included with, this petition is truthful and accurate.

Student's Signature	D	ate	
	ADMISSIONS & RECORDS	OFFCIE USE OI	NLY
Petition is: Approved	Denied Additiona	al Information N	leeded
Comments:			
Admissions and Records Adm	inistrator or Designee	_	Date
Received Date:	Processed By (Initial):	Date:	Student Notified Date: