



REGISTRATION CENTER

50 Frida Kahlo Way • Multi-Use Building, Room 130 • San Francisco, CA 94112 • (415) 239-3858 • FAX (415) 239-3735 • register@ccsf.edu

Petition for Excused Withdrawal / Military Withdrawal

Student Name (Print Last, First, Middle Initial)

Student I.D #

Date of Birth

Request for Excused Withdrawal / Military Withdrawal

Petitions will be accepted up to 2 years after the completion of the semester in which you are requesting an Excused Withdrawal/Military Withdrawal. I petition for an Excused Withdrawal/Military Withdrawal, on the grounds of extenuating circumstances, from the following course(s):

Semester: __ Summer | __Fall | __Spring Year: _____

CRN	Subject	Course Number

The extenuating circumstance, beyond my control and which prohibits/prohibited my continued attendance in the course(s) listed above, is due to:
Required: Personal statement providing a justification for the petition and verifying documentation for the extenuating circumstances submitted along with this petition.

- Job transfer outside geographic region
- Illness in the family where I am primary caregiver
- I am an incarcerated student in CA prison or jail and was released or transferred before the end of term
- I am the subject of an immigration action
- Military Withdrawal:** A Military Withdrawal may be granted when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals, nor shall it be counted in progress and dismissal calculations. Required: A copy of the student's military orders submitted along with this petition.
- Death of an immediate family member
- Chronic or acute illness
- Verifiable accident
- Natural disaster that directly affected me
- Other: _____

Student Agreement

IMPORTANT: If you are a **Financial Aid/FREE CITY** recipient, you may have to repay your award. A student should consult with the financial aid staff regarding any impact. By signing below, I certify that the information given on, and included with, this petition is truthful and accurate.

Student Signature: _____ Date: _____

Submit petition to Registration Center: register@ccsf.edu

Completed by Dean/Associate Dean of Admissions & Records

- Approved (Meets Title 5 Regulations)
 Denied (Insufficient Documentation)
 Denied (Per Title 5 Regulations)

Comments: _____

Signature: _____ Date: _____

Received by: _____ Date: _____ Processed by: _____ Date: _____



How and Why to Petition for Excused Withdrawal/Military Withdrawal

Acceptable Reasons for an Excused Withdrawal/Military Withdrawal

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. 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:

- Job transfer outside the geographical region;
- 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.
- Other (e.g. institutional error, jury duty, family emergency, extended litigation, or work conflicts).
- **Military Withdrawal:** A Military Withdrawal may be granted when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals, nor shall it be counted in progress and dismissal calculations. Required: A copy of the student's military orders submitted along with this petition.

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. The Chancellors Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

In addition to the documentation, students are required to submit a written statement with this petition detailing their circumstances and justification for requesting an Excused Withdrawal/Military Withdrawal.

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.

Reimbursement for EW

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to subdivision (1) of section 55003 where the students fails to meet a prerequisite.

Additional Stipulations

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. 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.

For questions or special needs:

Email: register@ccsf.edu