

**EXTENUATING CIRCUMSTANCES / MILITARY WITHDRAWAL (MW) /
 EXCUSED WITHDRAWAL (EW) PETITION**

This form may be used to:

Withdraw from classes due to extenuating circumstances. A student may petition to withdraw from class(es) with a “W” rather than an evaluative grade after the last day to withdraw (75% of a term) due to extenuating circumstances. “Extenuating circumstances” is defined as verifiable cases of accident, illness or other circumstances beyond the control of the student. Prior to submitting this form, the student must have consulted with the instructor.

Remove grade(s) due to non-attendance. A student may petition the to remove all record of a class from the student’s transcript and have a reversal of tuition and fees when it can be documented that the student never attended the class.

Initiate a “Military Withdrawal” (MW). A Military Withdrawal occurs when a student who is a member of an active or reserve United States military service component receives orders compelling a withdrawal from courses. Upon verification of such orders, a “MW” withdrawal symbol will be assigned.

Initiate an “Excused Withdrawal” (EW). An Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include: a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail gets released from custody or is involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an “EW” excused withdrawal symbol may be assigned.

PLEASE PRINT ALL INFORMATION CLEARLY

Date _____ FRC ID# OR SS #: _____

_____ Last Name

_____ First

_____ Initial

Please briefly describe the verifiable extenuating circumstances and attach supporting documentation. We recommend that you consult with an Advisor/Counselor and/or the Financial Aid office regarding the possible consequences of a “W” grade. “MW” and “EW” grades will not be counted in progress probation and dismissal calculations and will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Semester: Fall Spring Sum 20____

All courses: OR List Course (s): _____

MANDATORY – ATTACH SUPPORTING DOCUMENTATION

Please explain your reason for requesting this petition: _____

Student’s Signature _____

***** TO BE COMPLETED BY CHIEF INSTRUCTIONAL OFFICER*****

Action Taken: _____ Approved Denied

CIO SIGNATURE: _____ **Date:** _____

RECORDS OFFICE USE ONLY

Processed by: _____ Date _____