



# PETITION FOR EXCUSED WITHDRAWAL

Submit completed form to the Admissions & Records Office  
MC.StudentPetitions@missioncollege.edu

<b>Name:</b> Last First M.I.	<b>Mission College I.D. #:</b>
<b>Phone Number:</b>	<b>Email:</b>

PLEASE LIST ALL COURSES RELATED TO THIS PETITION. REQUESTS FOR A CHANGE OF GRADE MUST BE SENT TO THE INSTRUCTOR.

Semester/Year	Course & Number (ENG 1A)	5- Digit CRN (94321)	Last Date of Attendance	Have you informed your instructor of your request to withdraw from the course? Date of Notice.

FOR THE COURSES LISTED ABOVE, I AM REQUESTING AN EXCUSED WITHDRAWAL FOR THE BELOW REASON:

<b>A job transfer outside the geographical region.</b> Please provide: Copy of Employment acceptance or Transfer
<b>An illness in the family where I am the primary caregiver.</b> Please provide: Document of Family Illness
<b>I am a student who is incarcerated in a California state prison or county jail and was released from custody or involuntarily transferred before the end of the term.</b> Please provide proof of Incarceration.
<b>I am the subject of an immigration action.</b> Please provide: Notice of Action Form I-797
<b>Death of an immediate family member.</b> Please provide: Notice of Death, Obituary or Death Certificate of immediate family member.
<b>Chronic or acute illness. Please provide:</b> Please provide: Medical documentation with dates of treatment clearly visible
<b>COVID-19 positive.</b> Please provide: COVID-19 Positive test results with your name and the dates clearly visible.
<b>Natural Disaster that directly affected me.</b> Please provide: Copy of your Address and Natural Disaster location
<b>Verifiable accident</b> Please provide: Accident Report
<b>Other.</b> Please provide: Extenuating circumstance description and supporting documentation <u>Extenuating Circumstance:</u> _____

I AM CURRENTLY RECEIVING FINANCIAL AID AND UNDERSTAND THAT CHANGES TO MY RECORD MAY REQUIRE REPAYMENT OF FUNDS I HAVE RECEIVED. (Please contact the Financial Aid office if you have any questions.)

Student's justification for request: (Please use a separate sheet, if necessary)

---

---

---

---

---

---

---

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Supporting Statement: (Please use a separate sheet, if necessary)

---

---

---

Counselor Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

## Student Instructions (Fill out Form Completely):

### CHOOSE YOUR REQUEST BY CHECKING THE BOX ON PAGE 1

A request for an Excused Withdrawal is used in the event that a student wishes to drop one or more courses on the grounds of an extenuating circumstance that prohibited them from dropping these courses or continuing attendance. Extenuating circumstances are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions, defined by the local governing board and published in college regulations. Examples of extenuating circumstances may be found at the bottom of this petition. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.

If the petition is approved, an indication of "EW" shall be applied to all approved courses as a grade.

- Excused withdrawal shall not be counted in progress probation and dismissal calculations.
- Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.
- In no case may an excused withdrawal result in a student being assigned an "FW" grade.
- Excused withdrawal does not permit a refund of enrollment fees.

Visit the Mission College webpage to read more about Excused Withdrawal at this link:

Excused Withdrawal Policy:

<https://missioncollege.edu/admissions/become-a-student/withdrawal.html>

---

### Prepare your Petition

1. List the term and year of the course(s) enrollment.
  2. List course information (Course Number, 5-Digit CRN, )
  3. List your last date of attendance, Canvas activity or submission of material (whichever is latest).
  4. The Petitions Committee encourages students to discuss their intentions to withdraw from a course with the Instructor. Have you informed your instructor of your request to withdraw from the course? Answer YES or NO. If Yes, please supply the Date of Notice.
  5. Select extenuating circumstance that best fits your situation.
    - a. If you choose Other please be specific in your explanation and provide documentation that supports the situation.
  6. Write your justification for the request.
  7. Attach documentation supporting your justification statement.
  8. Submit completed form to MC.StudentPetitions@missioncollege.edu or in person at the Admissions & Records Office in the Student Engagement Center.
- 

### Examples of Supporting Documentation:

*Medical documentation with dates of treatment clearly visible*

*Work Schedule*

*Travel documents*

*Obituary/Death Certificate of immediate family member*

*COVID-19 Positive test results with your name and the dates clearly visible.*

*Accident Report*

*Recertification from licensing agency specifies a recency requirement*

*University/College/Program requirements that specifies a higher grade or a recency requirement*