



Victor Valley College

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ADMISSIONS & RECORDS OFFICE

PETITION FOR EXCUSED WITHDRAWAL

An Excused Withdrawal (EW symbol) may be requested by the student and is used to denote withdrawal from a class. An EW is given when a student withdraws from a course(s) due to reasons beyond their control and must be supported by verifiable documentation. An EW shall not be counted in progress probation, academic dismissal calculations or counted as an enrollment attempt. (Reference Title 5, section 55024; VVC AP 4230)

An Excused Withdrawal can be requested by the student no more than two years after the term the extenuating circumstance occurred.

NOTE: The financial aid of a student may be affected depending on individual circumstances. Consult with the Financial Aid department regarding any impact.

Student Name – Last, First M.I.	Student ID#
Address – Street, City, State, Zip	
Email	Phone

COURSE

Course Title	Section Number (if known)	Semester and Year	Instructor Name (print)

Instructor Consultation – Instructor signature indicates consultation only, not approval.	Student's last date of attendance:
1 st Course Instructor Signature: _____ Date: _____	_____
2 nd Course Instructor Signature: _____ Date: _____	_____

Documentation

Please attach:

- A. A **typed** statement that describes your extenuating circumstances and explains why you were unable to withdraw before the deadline.
- B. Supporting documentation, which may include medical, legal or other appropriate documentation, for the term in question, that proves completion of the course was not possible due to reasons beyond your control.

I certify that all information provided is accurate and complete to the best of my knowledge. If this petition is approved, I understand that my financial aid may be affected, depending on individual circumstances.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Approved ___ Denied ___ Director, Admissions & Records _____ Date: _____

Comments: _____

Posted to record by: _____ Date: _____

April 2020

ACCEPTABLE REASONS FOR AN EXCUSED 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.

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 Chancellor's 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.

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. Individual case facts will be used to determine the continuity of some courses and not others.

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 (l) of section 55003 where the student fails to meet a prerequisite.