



# Excused Withdrawal

Enrollment Services Department

Phone: (951) 465-7887

e-Document Submission: <https://msjc.edu/hub/>

## STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

## EXCUSED WITHDRAWAL INFORMATION

Students with extenuating circumstances may petition to withdraw from a course(s) with an "EW" grade as of the census date of the course(s) and no later than three years after the end of the term. Typically, students are required to drop all courses for the term unless there is a justifiable reason.

**Extenuating circumstances are considered specific events beyond the control of the student affecting course completion. Students are required to attach documentation to this petition to substantiate the request such as, letters from hospital, physician, law enforcement agency, attorney, etc.**

## TO BE COMPLETED BY STUDENT

**I am requesting that the grade(s) of "EW" be assigned to the following course(s):**

Term/Year: \_\_\_\_\_

My last date of attendance was on: \_\_\_\_\_

\_\_\_\_\_ I am requesting an Excused Withdrawal from **ALL** my courses from the term indicated above

\_\_\_\_\_ I am requesting an Excused Withdrawal from **ONE or MORE** of my courses as specified below

Course ID # (ENGL-101)	Section # (4-digits)

**Reason for drop (select one):**

Student comments: \_\_\_\_\_

\_\_\_\_\_ I have discussed alternative options with my instructor to try to complete the course

\_\_\_\_\_ I have reviewed my educational plan with a MSJC Counselor and understand how an EW will impact it

\_\_\_\_\_ I have checked with financial aid about how an EW will impact my eligibility

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date