

Petition For Excused Withdrawal

San Jacinto Campus
 1499 N. State Street
 San Jacinto, CA 92583
 Phone: (951) 487-3215
 Fax: (951) 654-6738

Menifee Valley Campus
 28237 La Piedra Rd.
 Menifee, CA 92584
 Phone: (951) 639-5215
 Fax: (951) 672-6548

Temecula Valley Campus
 41888 Motor Car Parkway
 Temecula, CA 92591
 Phone: (951) 639-5205

San Geronio Pass Campus
 3144 W. Westward Ave.
 Banning, CA 92220
 Phone: (951) 922-1327
 Fax: (951) 922-1408

Name:	_____
Street:	_____
City:	_____
State/Zip:	_____

ID # _____

Term/Year: _____

Phone: _____

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 3 years after the end of the term. Typically students are required to drop all courses for the term unless there is a justifiable reason.

Students petitioning for an excused withdrawal during the drop with a “W” period may do so by dropping the course via EagleAdvisor and submitting this petition to Enrollment Services.

Students petitioning for an excused withdrawal after the drop period (75%) will be dropped with an “EW” grade by Enrollment Services, if approved. If the petition is denied, the grade assigned by the instructor will stand.

Extenuating circumstances are considered specific events beyond the control of the student affecting course completion. The student must consult with the appropriate Instructor(s) and obtain their signature(s) as part of this petition. **Students will be 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 THE STUDENT

I request that the grade(s) of “EW” be assigned to the following class(s): Term/Year _____

<u>COURSE NUMBER</u>	<u>SECTION NO.</u>	<u>INSTRUCTOR SUPPORT/VERIFICATION (Required)</u> <i>Instructor signature only indicates consultation. It does not indicate or recommend approval or disapproval.</i>	<u>COURSE COMPLETION</u> <i>Based on attendance/participation to be notated by the instructor</i>	
_____	_____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____	_____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____	_____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>
_____	_____	_____	yes <input type="checkbox"/>	no <input type="checkbox"/>

Reason for drop _____

Student Signature

FOR OFFICE USE ONLY:

_____ Approve _____ Deny _____ Deferred _____
_____ Dean/Director, Enrollment Services _____ Date

Comments: _____

Last date to drop _____ Documentation attached Yes _____ No _____

Posted to Record by: _____ Date _____