

# APPEAL FOR EXCUSED WITHDRAWAL

**IMPORTANT:** Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. **This form is specifically for students who appeal for an EXCUSED WITHDRAWAL (EW), students who withdraw from classes due to reasons beyond their control. Documentation required (typed explanation and supporting documents that aid your explanation.) This form can only be turned in for courses from Winter 2018 semester onwards.**

**ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAWAL (EW)** ► Attach typed explanation & supporting documentation:

*In accordance with Title 5, Section 55024(e), the district adopted 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:*

- Chronic or acute illness of the student or illness in the family where the student is the primary caretaker
- Death of an immediate family member (parents and/or siblings)
- An incarcerated student in a California State Prison or County Jail is released from custody involuntarily transferred before the end of the term
  - *In the case of an incarcerated student, an excused withdrawal cannot be applied if failure to complete the course(s) was the result of the student's behavioral violation or if the student requested and was granted a mid-semester transfer)*
- Job transfer outside the geographical region
- Student is the subject of an immigration action
- Verifiable accidents or natural disasters directly affecting the student

**VERIFIABLE DOCUMENTATION** ► May include but is not limited to: an official note from your doctor stating the student is currently unable to complete the work due to illness or surgery where the student must stay in-hospital, 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.

## STUDENT INFORMATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

EX: TERM:  FALL  WINTER  SPRING  SUMMER YEAR: 2019 CLASS NUMBER: 30310 COURSE TITLE: COMM 10

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

TERM:  FALL  WINTER  SPRING  SUMMER YEAR: \_\_\_\_\_ CLASS NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

TERM:  FALL  WINTER  SPRING  SUMMER YEAR: \_\_\_\_\_ CLASS NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

TERM:  FALL  WINTER  SPRING  SUMMER YEAR: \_\_\_\_\_ CLASS NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

TERM:  FALL  WINTER  SPRING  SUMMER YEAR: \_\_\_\_\_ CLASS NUMBER: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_

### OFFICE USE ONLY

APPROVED  DENIED

REASON ► \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_