Excused Withdrawal (EW) Petition
Office of Admissions and Records
(Effective catalog 2023-2024)

Office use only:
Rec'd by:

Name:
Student ID#: **Phone:** **Email:**
Today's Date: **Term:** **Year:**

Excused Withdrawal (EW) is withdrawal from a course after the final drop deadline when extenuating circumstances (accidents, illness, or others beyond your control) prevent you from completing it. To request EW, complete and submit this form to the Office of Admissions and Records. You may do so during the term in which the course(s) are in session, or any time thereafter.

I request an Excused Withdrawal (EW) symbol for the course(s) listed below.

Term and Year	Subject and Number	Title

Use additional form(s) for more course(s), if necessary.

By signing this form, I acknowledge all of the following:

- Excused Withdrawals shall not be counted in progress probation and dismissal calculations or toward the permitted number of withdrawals or enrollment attempts.
- Excused Withdrawals from credit-bearing courses will reduce my total units in the term in which they were taken, which may affect my full-time status, if applicable.
- For Financial Aid purposes, Excused Withdrawals are not considered to be successfully completed courses which could affect your financial aid eligibility. If applicable: I have consulted with my Financial Aid department and understand the effect such withdrawal will have on my financial aid.
- Fees associated with the course(s) listed above will not be refunded for excused withdrawal.
- Once an Excused Withdrawal is processed for a class, I cannot be reinstated into that class.
- I have met with a college representative to discuss mitigation efforts to prevent withdrawal from the above class(es). However, due to extenuating circumstances, I want to proceed with my request for an EW symbol in the aforementioned classes.

Student Signature: **Date:**

Official Use Only

Processed by: Date: