



Instructions for the PETITION TO WITHDRAW FROM CLASS (ES)

Title 5, Sections **51301 and 511306 and Administrative Regulation E-69** allow for the withdrawal from class after the state-mandated drop deadline published in the Schedule of Classes to be approved only in “verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class.”

California Administrative Code, Section 58508 & Title 5 state that: 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. The only exception is extreme medical emergency.

1. The STUDENT ***must obtain and attach official documentation*** which verifies the reason and dates the student was unable to attend. If you are petitioning for multiple semesters or sessions, you need to fill out **one petition per semester or session**.

Reasons for withdrawal and documentation include, but are not limited to:

- a. **U.S. Military Service** – copy of official orders
- b. **Death of Immediate Family Member** – death certificate or administrative judgment.
- c. **Illness or Accident** – hospital or doctor statement, on official letterhead, which states clearly the nature and DATES of the illness or accident and justifies the reason for withdrawal from college.

2. The **PETITION TO WITHDRAW FROM CLASS (ES)** should be submitted to:

Los Angeles Valley College
Office of Admissions & Records -- PETITIONS
5800 Fulton Avenue
Valley Glen, CA 91401

3. Students will be notified by mail in writing if the appeal is approved or denied 6-8 weeks after the petition submission date.
4. Once you receive a response to your petition, that decision is final. If you disagree with the decision, follow Student Grievance Procedures (E-55).



PETITION TO WITHDRAW FROM CLASS (ES)

Withdrawal from class after the state-mandated drop deadline published in the Schedule of Classes will only be approved in "verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class." (E-69) You must provide documentation. If this petition is granted, it may affect your financial aid & it may not be undone. By submitting this petition, you understand that if it is granted, you may need to re-pay the money you were awarded by financial aid for the time period of this petition. You will be notified in writing within 6-8 weeks. The decision is final. You must:

- 1. Submit a completed Petition to Withdraw From Class(es)
2. Attach a type-written statement explaining reasons for the withdrawal request (with your name & student ID on the upper right hand corner).
3. Attach documentation verifying the reasons for your request.

Last Name

First Name MI

Student Identification Number

Date of Birth

Street Address

City State Zip Code

Telephone Number

LACCD Email Address

YOU MUST Fill OUT ALL THE FOLLOWING INFORMATION

I am petitioning to withdraw from class(es):

- 1. I took these classes during the: [] Fall [] Winter [] Spring [] Summer 20__ __
2. I would like the withdrawal(s) recorded on my transcript: [] With a "W" [] Without a "W"
3. and I would like: [] Fees Waived [] A refund of fees
4. and I would like to: [] Drop all LAVC Courses [] Drop selected Courses Only
Listed in the space below

Table with 4 columns: Section #, Course Title and Description, Section #, Course Title and Description. Rows 1-3 and 4-6.

Student Signature

Date

Student Name (Please Print)

- [] APPROVED [] DENIED [] NO ACTION [] ACTION POSTPONED

___/___/___ Date

___/___/___ Date

___/___/___ Date

___/___/___ Date

- [] No serious compelling reason
[] No documentation for claim

Note: _____

Note: _____

Print Name & Title

Signature/ Date

