



Petition for Excused Withdrawal

Office of Admissions & Records

1111 E. Artesia Blvd., Compton, CA 90221 | www.compton.edu
phone: (310) 900-1600 ext. 2050 | email: admissions@compton.edu

Student Name: _____

Student ID: _____

Phone: _____

E-Mail: _____

*I understand that by submitting this form, I am NOT guaranteed an exception to the withdrawal deadlines.
I confirm that all of the information I have presented below is true and accurate.
I understand that this decision is final.*

Student Signature: _____

Date: _____

Are you a Financial Aid recipient? Yes (see below) No

*As a financial aid recipient, I understand that if this request is granted it may impact the financial aid received for this term and/or any future term if the standards of academic progress are not met. By making this selection, I assume all responsibility for adverse consequences. **Note: Students are held responsible for all fees.***

This petition applies to the following term: Fall 20____ Winter 20____ Spring 20____ Summer 20____

Please list the classes for which you are petitioning an Excused Withdrawal (EW) below.

COURSE NAME	CLASS CRN NUMBER	COURSE NAME	CLASS CRN NUMBER

VERIFIABLE DOCUMENTATION AND A PERSONAL STATEMENT supporting the request are REQUIRED. Additionally, a personal statement providing a justification for the petition and verifying documentation for the extenuating circumstances must be submitted along with this petition (see next page). If approved, the petitioned classes will be designated with an "EW (Excused Withdrawal) on the transcript. An "EW" will not be counted in progress probation or dismissal calculations nor will it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

PERSONAL STATEMENT: _____

VERIFIABLE DOCUMENTATION

I have attached proof of verifiable documentation to this petition.

***See acceptable reasons for an Excused Withdraw and examples of Verifiable Documentation on next page**

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, 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. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAW

In accordance with Title 5, section 55024(e), 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:

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

ADDITIONAL STIPULATIONS

In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. In accordance to Compton College Administrative Policy 4231, grounds for requesting an excused withdrawExcused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

Compton College Administrative Policy 4231
Grade Change Petitions and Appeals

Grounds for requesting a grade change, within 18 months of grade received.

FOR OFFICE USE UPON RECEIPT			
<input type="checkbox"/> Student Signed & Dated	<input type="checkbox"/> Personal Statement <i>(if required)</i>	<input type="checkbox"/> Verifying Doc. <i>(if required)</i>	Staff Initials: _____ Date: _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> Transcript Updated <i>(if applicable)</i>	<input type="checkbox"/> Rebill <i>(if applicable)</i>
Director of A&R Signature: _____		Student notified: <input type="checkbox"/> PHONE <input type="checkbox"/> EMAIL <input type="checkbox"/> IN-PERSON	
Comments: _____		Staff Initials: _____ Date: _____	