



Admissions & Records

3600 Workman Mill Road, Whittier, CA 90601
www.riohondo.edu/admissions email: admissions@riohondo.edu

Petition for Excused Withdrawal

This petition must be filed no later than one year following the awarding of the original grade.

Student ID: _____

Birthdate: _____

Last Name: _____ First Name: _____

Email Address: _____ Phone Number: _____

Do you receive Financial Aid?

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 submitting this petition, I assume all responsibility for the adverse consequences.

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

Excused Withdrawal: A student may petition for an Excused Withdrawal due to extenuating circumstances which occurred after census. Extenuating circumstances are approved based upon **verifiable documentation supporting the request** (more details can be found later in this document). If approved, the courses listed 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.

REQUIRED: A typed personal statement providing a justification for the petition **AND** verifying documentation for the extenuating circumstances submitted along with this petition. *Please see page 3 for more information.*

List all of the Rio Hondo courses in which you are requesting to withdraw (drop) in the term indicated above.

If approved, all classes will be dropped and assigned an Excused Withdrawal (EW) notation.

Course (e.g. ACCT 100)	Course Title (e.g. Intro to Accounting)	CRN (e.g. 71234)

By signing or typing my name below, I am indicating that 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. The parties agree that this form may be electronically signed. The parties agree that the electronic signatures appearing on this form are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

I am submitting a personal statement and documentation supporting this request.

STUDENT SIGNATURE

DATE

This request and supporting documentation must be emailed through your Rio Hondo email to Admissions@riohondo.edu

You may use the area below for your personal statement or you can attach a separate document along with your petition. *(If you are submitting your statement in a separate document, please indicate this in the space below.)*

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;
- Illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

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.

ADDITIONAL STIPULATIONS

In accordance to Title 5, section 55024 (e), Excused 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. **The petition must be filed no later than one year following the awarding of the original grade.**

REIMBURSEMENT FOR EXCUSED WITHDRAW

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 for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course.