



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT
SMCCCD

EXTENUATING CIRCUMSTANCE(S)

Check Appropriate College

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Click [Here](#) to Submit

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
Click [Here](#) to Submit

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
Click [Here](#) to Submit

Student's ID# G: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

DIRECTIONS:

This is a formal request for an exception or waiver to college procedures. Extenuating Circumstances are legally defined as verified cases of illness, accident or other circumstances beyond your control. Check the appropriate box(s) below, include and/or attach a written statement if necessary, with supporting documentation of your extenuating circumstance.

- PETITIONS WITH INSUFFICIENT SUPPORTING DOCUMENTS, INFORMATION AND EXPLANATION WILL BE DENIED.**
- DROPPING/WITHDRAWING FROM A COURSE MAY AFFECT FINANCIAL AID AND/OR VETERAN'S BENEFITS.**

You are advised to speak with staff in the Financial Aid Office or the VA Certifying Official prior to submitting this request to determine whether or not it may impact your previous/future financial aid award and/or eligibility for Veteran's Benefits.

Please indicate if you are: Receiving Financial Aid Receiving Veterans Benefits

EXCUSED WITHDRAWAL

Fall Spring Summer Year _____

CRN	Course Title	Course #	Instructor (print)

Please Note: The Excused Withdrawal Petition must be submitted to the Admissions and Records Office no more than one year after the relevant term.

Examples of accepted documentation related to your petition, however, not limited to the following:

- Medical documentation
- Police reports
- Employer job transfer documentation
- Court documentation
- Death certificate

Excused Withdrawal (EW)

An Excused Withdrawal "EW" occurs when a student is permitted to withdraw from course(s) due to specific events beyond the control of the student and may include:

- a job transfer outside the geographical region,
- an illness in the family where the student is the primary caregiver,
- the student who is incarcerated in a California county jail or state prison and is released from custody or involuntarily transferred before the end of the term,
- the student is the subject of an immigration action, or
- other extenuating circumstances beyond the control of the student affecting his/her ability to complete a course(s).

NOTES: The "EW" grade on your academic records does not count in the GPA calculation probation or dismissal and is not counted as an enrollment attempt for purposes of course repetition.

The "EW" grade on your academic records does count in the Federal financial aid Satisfactory Academic Progress Calculations.

OTHER (clearly describe what you are requesting):

STATEMENT OF JUSTIFICATION: (clearly describe what you are requesting on a separate attachment):

Student Signature: _____

Date: _____

OFFICE USE ONLY: Approved Denied Pending Official Documentation

Comment:

Processed by _____ Date: _____ REV 06202022

GUIDELINES FOR AN EXCUSED WITHDRAWAL

PROCESS TO PETITION FOR THE EW GRADE

Students who have experienced extenuating circumstances can complete & submit the *Excused Withdrawal Petition* to request an Excused Withdrawal (EW) grade instead of the Withdrawal (W) or non-passing (D, F & NP) grades. Supporting documentation is required. A student may request an EW for only one course or all courses in a term depending on the reason for the request. **The Excused Withdrawal Petition must be submitted to the Admissions and Records Office no more than one year after the relevant term.** Upon receipt, the Admissions and Records Office will review the Excused Withdrawal Petition and send decision notifications to the student's CR Email address within 2 weeks.

BACKGROUND INFORMATION

Effective January 2018 term, the Board of Governors passed Title 5, section 55024 regulation changes to add the Excused Withdrawal (EW) symbol. The purpose of the EW non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control and to avoid penalizing students by excluding them from progress probation and dismissal calculations. The intent of the law is to allow students the ability to drop courses without penalty due to extenuating circumstances.

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAW

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt 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:

- 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.

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.