



Student and Course Information (Completed by the student)

Please print all information clearly. All changes or modifications to a student record must be requested no later than **three years** from the semester/session in question. You must complete a Petition for each class.

Palomar ID# _____

Student (Last, First) _____

Mailing Address _____

City, State, Zip Code _____

Palomar Email Address _____

Telephone # _____

Birth Date _____

CCPG recipient: Yes _____ No _____

Financial Aid recipient: Yes _____ No _____

Veteran benefit recipient: Yes _____ No _____

Last date of attendance: _____

Semester/Year _____

Subject/Cat# _____

Class #(5-Digits) _____

Course Title _____

Instructor Name _____

Procedures for Petitioning for an Excused Withdrawal (Title §55024 (e)(1))

"Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s). Petitions for an Excused Withdrawal (EW) must be accompanied by a **statement and supporting documentation.**

1. Mark one (or more) of the approved reasons for excused withdrawal

- Illness or death of a family member or loved one, hospitalization, personal, family or medical reasons.** An example of an appropriate supporting documentation may include medical records, a doctor's note verifying treatment/care, a death certificate, obituary, or funeral program.
- Employment.** An example of an appropriate supporting documentation may include a job transfer outside the geographical region/loss of employment.
- Immigration.** Subject of an immigration action.
- Incarceration.** County, state, or federal documentation is required.
- COVID-19:** Check this box to request EW grade for Covid-19 reason for classes during the Pandemic. Supporting documentation must be included for Financial Aid considerations.
- Verifiable accidents or natural disasters directly affecting the student

Procedures for Petitioning for Withdrawal

Petitions for a Withdrawal (W) must be accompanied by documentation verifying extenuating circumstance. Palomar College defines extenuation circumstances as serious and compelling reasons which are limited to the following:

- Courses prior to **Fall 2018**

Name: _____ ID: _____ Subj & Class #: _____

2. Statement: Students must provide a statement of extenuating circumstances. Students are advised that statements will be forwarded to the instructor. **Please initial below.**

I understand that my statement will be forwarded to the instructor.

Student's Initials

3. Documentation: Please submit all documents which substantiate your reasons. You may choose to have the Records Office forward all documentation to the instructor or choose to have the Records Office retain some or all of the documentation.

Confidentiality Statement: You may be providing information that is sensitive in nature. If you choose to release all documentation to the instructor, no efforts will be made to redact or censor the information provided. Instructors have been alerted that the information you provide is confidential and may be used only in determination of an outcome for this petition.

Mark one of the following choices:

_____ A. Submit all of my documentation to the instructor.

If choice B, list documentation to **release:**

_____ B. Retain some of my documentation in the Records Office.

_____ C. Retain all of my documentation in the Records Office.

Processing: The Records Office will forward the petition, the statement of extenuating circumstances, and the supporting documentation (if applicable) to the appropriate faculty member for a signature. The petition process can take three to four weeks. Please keep in mind, the process can take longer between semesters (when faculty is not present) and/or until grades are posted. Please check your Student Center under MyPalomar for grade updates. We will notify you of the decision through your Palomar student email.

I have read the above, and understand the petitioning process.

Student's Signature

Date

Instructor Review and Decision (Completed only by faculty)

You have been provided with a copy of the student's documentation and letter for the specified semester on a need-to-know basis. The information is confidential and is limited to assisting you in the decision regarding the withdrawal request. The information shall not be used for purposes unrelated to the petition.

Approved Denied

REQUIRED > > Last Date of Activity:

Reason(s): _____

Instructor Signature

Date

Records Office Processing

Comments _____

Approved _____
(Entered in system) Date and Initials

Denied _____
(Copy sent to student) Date and Initials