



## Office of Admissions & Records

1111 E. Artesia Blvd., Compton, CA 90221 | [www.compton.edu](http://www.compton.edu)  
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**Submit petition to:** [petitions@compton.edu](mailto:petitions@compton.edu)

### Petition for Excused Withdrawal

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*I understand that by submitting this form approval is not guaranteed. I verify that all of the information 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.***

**Apply this petition 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

**Include a PERSONAL STATEMENT regarding the reason for your request.** 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. This petition cannot be processed if a letter grade (A,B, C, D, F, P, NP, SP) has already been posted. You will need to submit a Grade Change Petition, which can be submitted within 18 months from the term/session the grade was posted.

**PERSONAL STATEMENT:**

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

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. **PLEASE NOTE: Once a letter grade has been posted the student cannot submit an Excused Withdrawal Petition; they must submit a Grade Change Petition\***. In accordance to Compton College Administrative Policy 4230 and 4231, grounds for requesting an 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.

**Grade Change Policy 4231**

\*Grade Change Petitions and Appeals - Grade change requests must be submitted within 18 months of the grade received.

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