



Petition for Withdrawal (W)

Student and Course Information *(Completed by the student or the student's representative)*

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 Withdrawal (W) for each class.

Palomar ID # _____

Student (Last, First, MI) _____

Mailing Address _____

City, State, Zip Code _____

Palomar Email Address _____

Alt. Email Address _____

Telephone # _____

BOGW recipient: Yes No

Birth Date _____

Financial Aid recipient: Yes No

Veteran benefit recipient: Yes No

Semester/Yr _____

Last date of attendance: _____

Subj/Cat # _____

Course Title _____

Class # _____

Instructor Name _____

Please list all classes for which you are requesting withdrawal (e.g. MATH 50, ENG 50, CSIS 105, etc.)

Mark one of the following statements:

I am petitioning for withdrawal (W) from all classes this semester.

I am not petitioning for withdrawal (W) from all classes this semester.

(If applicable) I am not petitioning for withdrawal for all classes for the following reason(s):

Procedures for Petitioning for Withdrawal

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

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

Illness, hospitalization, or medical reasons. Medical records or a doctor's note verifying treatment is required. The note must support the reason for missing the class.

Illness or death of a family member or loved one. A doctor's note must verify treatment and care for the family member. A death certificate must be provided to verify a death in the family.

Employment. An employer's note (company name, address, and telephone number must be indicated on letterhead) verifying changes in work hours or other job-related reasons which conflict with attending classes is required.

Relocation. A document verifying a new address or documentation of need to relocate, such as military orders or employer's note (company's name, address, and telephone number must be indicated on letterhead) is required.

Incarceration. County, state, or federal documentation is required.

Other extenuating circumstance. Documentation verifying extenuating circumstance is required.

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. If you choose to have the Records Office retain some or all of the documentation, a summary of that documentation will be provided to the instructor.

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.
- B. Retain some of my documentation in the Records Office.
- C. Retain all of my documentation in the Records Office.

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

Processing: The Records Office staff will forward the petition, the statement of extenuating circumstances, and the supporting documentation (if applicable) to the appropriate faculty for signature. The petition will be processed when the Records Office receives the completed form. No student hand-carried petition forms will be accepted. You can expect this process to take three to four weeks. It may take longer during grade posting times or between semesters when faculty is not present.

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

Student's Signature

Date

Note to student: If you have demonstrated (with satisfactory grades) that the substandard grades you received for a semester are not reflective of your current academic ability, the **Academic Renewal** process may meet your needs. After a period of two years and satisfactory completion of 24 semester units with a 2.0 GPA, a student may request that up to 30 units of previous substandard course work taken at Palomar College, or any other college, be disregarded when computing the grade point average (GPA). Please consult a counselor for more information. (California Administrative Code, T5, 55046)

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 this 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