



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

Please print all information clearly. You must complete a Petition for Withdrawal (W) for each class.

Palomar ID#	_____		
Student (Last, First)	_____		
Mailing Address	_____		
City, State, Zip Code	_____		
Palomar Email Address	_____		
Telephone #	_____	<b>BOGW recipient:</b>	YES NO
Birth Date	_____	<b>Financial Aid recipient:</b>	YES NO
		<b>Veteran benefit recipient:</b>	YES NO
Semester/Year	_____	<b>Last date of attendance:</b>	_____
Subject/Cat#	_____	Course Title	_____
Class #	_____	Instructor Name	_____

**Procedures for Petitioning for an Excused Withdrawal**

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

**Mark one (or more) of the approved reasons for withdrawal** \_\_\_\_\_  
**Other extenuating circumstance:** \_\_\_\_\_

**Statement:** Students must provide a statement of extenuating circumstances. (Reasons related to COVID-19 are considered extenuating circumstances.) \_\_\_\_\_

**3.** \_\_\_\_\_ \*Check this box if you would like to request EW grade be noted as a Covid-19 related drop for financial aid purposes: **Explain Covid-19 impact:** \_\_\_\_\_

**Processing:** The Records Office staff will forward the completed petition to the Faculty for a signature. The petition will be processed when the Records Office receives the signed form. A student must submit the petition through their Palomar College student email account by emailing it to the Records Office at records@palomar.edu. You can expect this process to take one to two weeks.

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

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Review and Decision**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ **REQUIRED > > Last Date of Activity:** \_\_\_\_\_  
Reason(s) \_\_\_\_\_

**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Records Office Processing**

Comments \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*(Entered in system)* | *Date and Initials* | *Date and Initials*