



**ADMISSIONS & RECORDS OFFICE**  
 1900 Pico Blvd. ♦ Santa Monica, CA 90405  
 Phone: 310-434-4380 ♦ Fax: 310-434-3645

## PETITION FOR LATE WITHDRAWAL

**Page 1 of 2 (Read Instructions on Back)**

Rcvd By:	Date:
<b>Deadlines for Retroactive Withdrawals</b>	
Extensions will not be granted	
<b>Courses Taken</b>	<b>Deadline</b>
Summer	November 30
Fall	April 30
Winter	May 30
Spring	October 30

Last Name:	First Name:	ID Number:
Phone:	Email:	

**My petition impacts this course—one petition per course:**

Term	Year	Course	Section	Instructor
<input type="checkbox"/> Summer	<input type="checkbox"/> Winter			
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring			
How many petitions are you submitting?				
Financial Aid Recipient: <input type="checkbox"/> No <input type="checkbox"/> Yes*	* 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. I assume all responsibility for adverse consequences.			
Reason for late withdrawal: <input type="checkbox"/> Institutional Error <input type="checkbox"/> Medical/Family Emergency <input type="checkbox"/> Work Conflict <input type="checkbox"/> Other (explain)				
*All petitions must be accompanied by written, verifiable documentation supporting your request. In order for the petition to be considered, extenuating circumstances must be/ have been present at the time the late withdrawal is/ was requested. Extenuating circumstances are defined as: institutional error, serious accident, incarceration, hospitalization during the impacted period, natural disaster, etc. A statement and signature from the instructor is required so we may learn when you stopped attending and if the instructor supports the late withdrawal. Provide this completed form to your instructor. The form must be returned to Admissions & Records directly by the instructor.				

**What extenuating circumstances did you experience that justify your request (Required)? Describe pertinent information, including dates, courses, etc. Attach a new sheet as needed.**

<b>Student Certification</b>	<i>I have fully read the instructions on this form and have ensured I meet the conditions outlined. I certify under penalty of perjury that all information and documentation provided in support of my Petition for Late Withdrawal is legitimate and accurate.</i>
Signature	Date

**For Instructor Use Only**

*Professor: Please complete this section of the petition and return it via campus mail directly to Admissions & Records. Do not return to student.*

<input type="checkbox"/> Last date of Attendance was:	<input type="checkbox"/> Student took final exam	<input type="checkbox"/> I support the late withdrawal	<input type="checkbox"/> I do not support the late withdrawal
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Comment:

Instructor Name & Signature:	Date:
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**For Admissions & Records Use Only**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Other	Comment	Authorized Signature
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# INSTRUCTIONS FOR PETITION FOR LATE WITHDRAWAL

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A Petition for Late Withdrawal will be considered when written documentation is provided verifying the extenuating circumstances, which prevented the student from withdrawing by the published deadline for the class. **Extenuating circumstances** are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

## Policy:

Per California Code of Regulations Title 5, Section 55024, the academic record of a student who remains enrolled in a course beyond the Late Withdrawal deadline (last day of the fourteenth week or the 75<sup>th</sup> percentile of the class, whichever is less) must reflect a grading symbol other than a “W,” unless the College, in consultation with the impacted faculty member, and upon petition by the student or an authorized representative, determines that extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term) existed, which warrant(ed) the late withdrawal.

Withdrawal after the end of the fourteenth week (or 75 percent of a term) when the district has authorized such withdrawal in extenuating circumstances shall be recorded as a “W.” Once the final examination for the class has been taken, the student becomes ineligible for a late withdrawal.

All Petitions for Late Withdrawal must be submitted immediately after the Late Withdrawal deadline and prior to the end of the term.

In instances when the student was hospitalized or otherwise incapacitated during this period (subject to verification), the student may submit the petition no later than the dates noted in the adjacent table. Petitions will be denied if the “Deadline for Retroactive Withdrawals” has passed. Students leaving the class without the late withdrawal will be assigned a final grade, including an F. Should the petition be granted, a “W” will be recorded on the student’s transcript and the corresponding units included in “units enrolled,” which will be counted when calculating progress probation and progress disqualification status.

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**Timeline to Review:** all petitions will be reviewed by the Admissions & Records Appeals Committee in the order received. The estimated turn-around is 4-8 weeks, provided all supporting documentation has been provided.

**Documentation:** provide any documentation relevant to your request. Petitions submitted without backup documentation will be denied. Include things like verifiable medical documentation, hospitalization records, accident, police report, etc. Once you complete the petition and attach the proper documents, please give the entire packet to the instructor who will return it to Admissions & Records.

**Deadlines to Withdraw:** deadlines are available for every class enrolled and may be accessed through Corsair Connect at [www.smc.edu/cc](http://www.smc.edu/cc). It is the student’s responsibility to withdraw from courses by the stated deadline, otherwise they will be subjected to a W or another grade recorded on their transcript.

**Communication Concerning the Appeals:** all communications and decisions concerning the petition will be sent to the student’s SMC email address.

## Examples of instances when the petition will be denied:

- You took the final examination.
- Grade dissatisfaction or impact on future goals: Grades assigned by faculty are considered final, in the absence of mistake, fraud, incompetence, and bad faith.
- You are/were enrolled in several courses but you are requesting a late or retroactive withdrawal for a single course.
- Your education goal has changed and no longer need the class.
- You fell behind in class.