PETITION FOR LATE WITHDRAWAL STUDENT REQUEST

Instructions

• After the 75th percentile (75%) of the semester/session, a student (or his/her representative) may petition for a late withdrawal if there are extenuating and verifiable circumstances beyond the control of the student which makes the withdrawal necessary. The petition must be initiated by the student and/or representative, taken to the instructor of record and returned to the Admissions & Records Office. A student will be assigned a “W” upon certification of the instructor and authorized by the Dean of Enrollment Services or designee. A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions & Records Office, may receive an “F.” W’s received during this period will be annotated in the student’s transcript and their corresponding units included in “units enrolled” as defined in the lack-of-progress and disqualification policy. (Santa Monica Community College District Administrative Regulations 4321.9)

• Petitions for retroactive withdrawals must be filed with the Admissions & Records Office no later than 90 calendar days from the end of the term in which the class was taken. Students must have had such extenuating, documented and verifiable circumstances as those stated above, in order for his/her retroactive withdrawal request to be considered. (SMCCD AR 4321.10)

• Please see your student account in Corsair Connect for specific dates based on the length of your class.

• Petitions for Late Withdrawal are evaluated by the Admissions & Records Appeals Committee, in consultation with the instructor. All documentation is subject to verification; proof extenuating circumstances must be attached to the petition at the time of submission.

• An instructor has the right to deny a late withdrawal request.

EXAMPLES OF DOCUMENTATION:

• Medical – a letter from your physician or health care agency, on company letterhead, specifically indicating an illness of such severity or duration that it prevents you from continuing in your course(s). The letter must include dates of the illness and treatment.

• Employment – a letter from your employer, on letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective date.

• Death of Immediate Family Member – documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

PLEASE TAKE NOTE:

• Providing documentation does not guarantee approval as documentation will be subject to evaluation and must meet certain criteria.

• Submitting a late withdrawal request form does not officially withdraw you from a class.

• Choosing to drop only certain classes from your schedule may affect your chances for approval.

• If the petition is approved, a “W” will be posted on the transcript.

• Allow 2-3 weeks for process and notification.

• For all questions about timelines or notification please call (310) 434-4463

Please read carefully and initial where indicated:

☐ I am a financial aid recipient and 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 am not a financial aid recipient.

A LATE WITHDRAWAL WILL NOT BE ISSUED IF THE STUDENT PARTICIPATES IN THE FINAL EXAMINATION OR THE FINAL PROJECT.

Student’s Signature: ____________________________ Date: ______________________

Revised 08/2015
**PETITION FOR LATE WITHDRAWAL**

**STUDENT REQUEST**

SMC Office of Admissions and Records

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**Note:** 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 dates. **Extenuating circumstances is defined as:** institutional error, medical emergency, accident, incarceration, work conflicts or other explanation that occurred only after the last day for a student-initiated withdrawal (after 75% of the term.)

Student must submit original form with documentation to the instructor.

**INSTRUCTOR MUST TURN IN DOCUMENTATION TO ADMISSIONS & RECORDS OFFICE**

LAST NAME________________________ FIRST NAME: _______________________________ MI: __________________________

STUDENT ID:____________________ PHONE NO:______________________________ DATE: __________________________

**Santa Monica College email account will be the official form of communication**

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**COURSE INFORMATION: SEMESTER/SECTION:**

☐ WINTER 20____ ☐ SPRING 20____ ☐ SUMMER 20____ ☐ FALL 20____

*REMINDER: Retroactive withdrawals must be filed within 90 calendar days from the end of the term in which the class was taken.*

COURSE: __________________________________________ SECTION NO.:________________________

INSTRUCTOR NAME: __________________________________________

ARE YOU SUBMITTING PETITIONS FOR MORE THAN ONE COURSE? NO ☐ YES ☐ if yes, list other courses: __________________________

☐ I UNDERSTAND EACH COURSE REQUIRES A SEPARATE PETITION.

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**REASON FOR LATE WITHDRAWAL** - Please check one and attach written verifiable documentation.

☐ Institutional Error ☐ Medical/Family Emergency ☐ Work Conflict ☐ Other (Explanation)

STUDENT COMMENTS:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

STUDENT SIGNATURE: __________________________

Please check eligibility requirements for an “I” (Incomplete) option before submitting this petition and discuss with the instructor.

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**INSTRUCTOR ACTION:** DO NOT RETURN THE PETITION TO THE STUDENT.

Instructor must submit the original form to Admissions & Records Office within 5 days. Approval is subject to verification that the instructor approves of the withdrawal reason as stated above. Admissions & Records has the right to request attendance rosters to comply with Title V Section 58004 and to assist in processing the petition requests.

☐ APPROVED ☐ DENIED ☐ LAST DATE ATTENDED: __________________________ ☐ PARTICIPATED IN FINAL EXAM

INSTRUCTOR COMMENTS (REQUIRED):

________________________________________________________________________________________

________________________________________________________________________________________

INSTRUCTOR SIGNATURE / DATE: __________________________

* Eligibility for “I” (Incomplete): the student must have attended a minimum of 75% of the class earning a C or better and has provided written documentation verifying the extenuating circumstance.

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**ADMISSIONS & RECORDS OFFICE ACTION:**

☐ APPROVED ☐ DENIED

DESIGNEE, ENROLLMENT SERVICES: __________________________ Date: __________________________

Revised 01/2016