



Saddleback College Petition for Withdrawal After the Deadline or Military Withdrawal

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949-582-4555

Office of Admissions and Records

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|------------------|
| Office Use |
| Date Rec'd _____ |
| By: _____ |

Important: Be sure to read page 2 for an explanation and documentation needed for Extenuating Circumstances. Please allow at least two weeks for processing time. Additional time may be required during peak periods or if consultation with other persons or departments is needed.

| | | |
|--|-------------------------|----------------------------|
| 1. Student ID Number | 2. Date of Birth | 3. Telephone Number |
| | | |
| 4. Student's Name – Last, First, MI | 5. Email Address | |
| | | |
| 6. Student Signature: | 7. Date: | |
| | | |

This petition is for the following semester/courses:

| Semester | Year | Course Name and Number |
|----------|------|------------------------|
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In accordance with state regulations, withdrawal from a course or courses shall not be authorized after 65% of the semester has elapsed; however, the two following exceptions may be considered. Please check the appropriate box.

Extenuating Circumstances: A student may petition for a late withdrawal due to extenuating circumstances which occurred after the deadline to drop with a "W." Extenuating circumstances are defined as verified cases of accidents, illnesses or other circumstances beyond the control of the student. A decision will be made in consultation with the course Instructor. If approved, the classes will be designated with a W (withdrawal) on the transcript.

Note: This petition must be filed with Admissions and Records within **45 days** after the conclusion of the semester in which the student was enrolled.

Documentation required: Please see Page 2.

Military Withdrawal
 A student who is a member of an active or reserve U.S. military service and has received orders compelling a withdrawal from courses may request a military withdrawal. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals nor shall it be counted in progress and dismissal calculations.

Documentation required: A copy of the student's military orders for verification.

| | |
|-----------------------------------|--|
| For Office Use Only: | |
| Comments: _____ | |
| _____ | |
| _____ | |
| _____ | _____ |
| <i>Dean or Registrar</i> | <i>Date</i> |
| SIS Processing Completed _____ | _____ |
| <i>Date</i> | <i>Initials</i> |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Pending | Student notified by: Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> |
| Student notified by: _____ | _____ |
| <i>Initials</i> | <i>Date</i> |

Extenuating Circumstances for Withdrawal After the Deadline

- Late withdrawals are a significant academic exception. In compliance with state regulations, the student must demonstrate that they experienced extenuating circumstances (accident, illness, etc.) which were so sudden or unforeseen that they were unable to withdraw by the deadline or that the circumstance occurred after the deadline to withdraw and they were unable to finish the class.
- A withdrawal after the course withdrawal deadline generally does not support selective course withdrawal within a term. An extenuating circumstance distressful enough to impact academic performance would affect all classes equally.
- Not knowing the withdrawal deadline does not constitute an extenuating circumstance.

A. MEDICAL ISSUE (physical or psychological medical difficulty or family medical difficulty)
Do not submit medical records.

Documentation:

- 1) Personal statement describing the justification for the late withdrawal request. Be specific.
- 2) A signed letter on official letterhead from your attending health care provider which specifies the following:
 - The date of onset of illness or accident
 - The dates you were under professional care
 - The physical restrictions (with dates) preventing you from attending class or completing your course work.

B. PERSONAL ISSUE

Some examples:

- 1) Death of an immediate family member

Documentation:

- a) Personal statement describing the justification for the late withdrawal request.
- b) Copy of death certificate, obituary or memorial service program verifying date of death

- 2) Involuntary transfer or change in work hours or location by employer

Documentation:

- a) Personal statement describing the justification for the late withdrawal request.
- b) Letter from employer on company letterhead indicating effective date of involuntary transfer or change in work hours.