GAVILAN COLLEGE
5055 Santa Teresa Blvd.
Gilroy, CA 95020

EXCUSED WITHDRAWAL PETITION

Please Print

Today's Date: _____ Petition Request For Fall / 2022
Term Year

Name: _____ G #: _____
First name Last name

Email: _____ Phone #: (_____) _____

This form is to be used in the event that a student wishes to take an Excused Withdrawal (EW) for one or more courses

Email form with supporting documentation to the Admissions & Records at Admissions@gavilan.edu

The EW grade may affect your financial aid, athletic eligibility, and some scholarships and sponsorships the same way a No Record Shown (NRS) drop does; an EW grade will appear on your transcript but does not count in your GPA, academic standing or satisfactory progress standing. If you are a student in a special population, such as EOPS, Veterans, Athletics, etc., please contact your counselor to discuss what options are best for you. All students are encouraged to speak with a counselor to determine if an EW is appropriate for your circumstances. Enrollment fees may be reversed once an EW appeal has been processed.

• Submit this petition along with supporting documentation. ***Appeals submitted without documentation are considered incomplete and will not be reviewed by the Committee.***

•In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control. Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, the police report of an accident, or any other documentation that proves the student's completion of a course is impractical.

• When complete, your petition will be reviewed by the Academic Appeals Committee.

• You will receive an email indicating approval or denial, and the reasons and/or the limitations imposed by the Academic Appeals Committee.

• Approval of this petition has no bearing on any decisions made regarding financial aid. Please consult with The Financial Aid Office about the impact it may have.

What is the specific action you wish the Committee to consider?

(Use a separate sheet if necessary)

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Please make a note below of the type of documentation included with this petition.

Student's Signature _____ Date _____

To be completed by Academic Appeals Committee

Petition is: ☐ Approved ☐ Denied ☐ Additional Information Needed

Rationale:_____

_____ _____

Chair, Academic Appeals Committee **Date**