



# Cañada College

## Office of Admissions and Records

### **Petition for Late Withdrawal Due to Extenuating Circumstance**

#### **Petition for Extenuating Circumstances:**

After the end of the fourteenth week (or after 75 percent of the period of instruction for courses of less than a regular semester's duration), a WITHDRAWAL can be authorized only in the case of extenuating circumstances. An extenuating circumstance is defined as an accident, serious illness, or other unusual or emergency situation that is beyond the control of the student. A written request along with other documentation or verification must be provided for review and consideration.

#### **Regular withdrawal guidelines:**

San Mateo County Community College District Rules (SMCCCD) and Regulations allow a student to withdraw from a semester-length class during the first four weeks of instruction and in such cases no notation will be made on the student's academic record. In courses of less than a regular semester duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and again no notation will be made on the student's record.

Thereafter, a student may withdraw from a semester-length class at any time through the last day of the fourteenth week of instruction and a "W" grade shall be noted on the academic record. In courses of less than a regular semester duration, a student may withdraw prior to completion of 75 percent of the period of instruction



*Cañada College*  
*Office of Admissions and Records*

OFFICE USE ONLY

Date Rec'd: \_\_\_\_\_

Initials: \_\_\_\_\_

**PETITION FOR LATE WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone Number (S): \_\_\_\_\_

Petition for: Fall ☐ Spring ☐ Summer ☐ Year \_\_\_\_\_

**List the course name and course reference number (CRN#) for which you are requesting a late withdrawal:**

Course Name \_\_\_\_\_ CRN # \_\_\_\_\_

**Petitions with insufficient information, explanation or documentation will be denied.**

**DIRECTIONS:**

1. Check the appropriate box below and attach a written statement and supporting documentation that explains your extenuating circumstances and why you were unable to withdraw from the class before the fourteenth week of school (or within the first 75 percent of the class).  
  
☐ Verified case of serious illness  
☐ Accident  
☐ Other emergency situation beyond your control \_\_\_\_\_
2. I have contacted the instructor for this course ☐ Yes ☐ No Print Instructor's name \_\_\_\_\_
3. Return completed form with supporting documentation (For example: doctor's note, death certificate, accident report, etc.) to the Office of Admissions and Records, Bldg. 9, Room #121.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Petition Approved** \_\_\_\_\_ **Petition Denied** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dean of Enrollment Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised Sept. 15