



PETITION TO WITHDRAW FROM CLASS (ES)

Withdrawal from class after the state-mandated drop deadline published in the Schedule of Classes will only be approved in "verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class." (E-69) You must provide documentation. If this petition is granted, it may affect your financial aid & it may not be undone. By submitting this petition, you understand that if it is granted, you may need to re-pay the money you were awarded by financial aid for the time period of this petition. You will be notified in writing within 6-8 weeks. The decision is final. You must:

- 1. Submit a completed Petition to Withdraw From Class(es)
2. Attach a type-written statement explaining reasons for the withdrawal request (with your name & student ID on the upper right hand corner).
3. Attach documentation verifying the reasons for your request.

Last Name

First Name MI

Student Identification Number

Date of Birth

Street Address

City State Zip Code

Telephone Number

LACCD Email Address

YOU MUST Fill OUT ALL THE FOLLOWING INFORMATION

I am petitioning to withdraw from class(es):

- 1. I took these classes during the: [ ] Fall [ ] Winter [ ] Spring [ ] Summer 20 \_\_ \_\_
2. I would like the withdrawal(s) recorded on my transcript: [ ] With a "W" [ ] Without a "W" [ ] With an "EW" (An EW does not waive or refund fees)
3. and I would like: [ ] Fees Waived [ ] A refund of fees

Table with 4 columns: Section #, Course Title and Description, Section #, Course Title and Description. Rows 1-3 and 4-6.

Student Signature

Date

Student Name (Please Print)

[ ] APPROVED

[ ] DENIED

[ ] NO ACTION

[ ] ACTION POSTPONED

\_\_\_/\_\_\_/\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_ Date

\_\_\_/\_\_\_/\_\_\_ Date

- [ ] No serious compelling reason
[ ] No documentation for claim

Note: \_\_\_\_\_

Note: \_\_\_\_\_

Print Name & Title

Signature/ Date

