



# Victor Valley College

Return completed petition to  
**ADMISSIONS & RECORDS OFFICE**

## PETITION FOR LATE WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

A petition for late withdrawal (after the 44% point of the course) will be considered when written documentation is provided verifying the extenuating circumstance that prevented the student from withdrawing before the deadline date. Extenuating circumstances are defined as verified cases of accident, serious illness or other unusual emergency situation that was beyond the control of the student. (Reference: Title 5, section 55024.)

*This petition must be submitted by the end of the **semester after** the extenuating circumstances occurred.*

**CAUTION:** If you are a financial aid recipient, you may have to repay financial aid funds if your petition is approved. Please initial acknowledging that you understand the potential financial repercussions. **Student's Initials** \_\_\_\_\_

<b>Student Name</b> – Last, First, M.I.	<b>Student ID #</b>
<b>Address</b> – Street, City, State, Zip	
<b>Email</b>	<b>Phone</b>

### **COURSE**

Course Title	Section Number (if known)	Semester and Year	Instructor Name (print)
<i>Example: Math 42</i>	#12345	Fall 2012	Smith

**Instructor Consultation** Students are expected to confer with the instructor regarding the decision to withdraw. If the semester is over or if the instructor is not available for some other reason, the dean may sign.

The student has consulted with me about withdrawal from the course section indicated above.

Faculty Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 (**Signature validates last date of attendance**) Instructor of Record or Area Dean when instructor is unavailable.

Student's last date of  
attendance:  
\_\_\_\_\_

### **Documentation**

Please attach:

- A. A typed statement that describes your extenuating circumstances and explains why you were unable to withdraw before the deadline.
- B. Supporting documentation, which may include such items as medical documents, death certificates, newspaper articles, funeral programs, statements from professionals on letterhead stationery, etc.

I am requesting to withdraw from this class.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved _____	Denied _____	_____	Date _____
		Petitions Committee Member	
Approved _____	Denied _____	_____	Date _____
		Petitions Committee Member	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_