

Ohlone College
Admissions and Records
43600 Mission Blvd.
Bldg. 7, 2nd Level
Fremont, CA 94539

Excused Withdraw Petition

SPRING 2020

Student Services
39399 Cherry St.
NC-1312
Newark, CA 94560

Please review the reverse side of this petition for important information on how to complete this form with required documentation.

Student Information:

Name: _____ Student ID #: _____

Course Name: _____ Course Number _____ Instructor Name: _____

Student Signature: _____ Date: _____

Approvals:

Financial Aid Office: Impact No Impact

Signature: _____ Date: _____

Financial Aid Office Use Only:

Comments:

Petition Committee: Approve Disapprove

A&R Office Use Only:

Comments:

INSTRUCTIONS FOR STUDENTS

This petition is used to withdraw from a class if there were events beyond your control affecting your ability to complete the class. The Excused Withdraw (EW) will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. The EW does not generate a refund (Title V 55024 Section e). Approved EW petitions may affect your financial aid SAP and awards.

You must file this petition within one (1) year of completing the class, and allow a minimum of 5 weeks for processing.

After completing the “Student Information” section on the front of this petition, you must do the following:

- Bring the petition to the Office of Admissions and Records for processing. If you are receiving financial aid you will be contacted by the Financial Aid Office to let you know if your EW petition will have an impact on your financial aid or not.
- Your petition will be reviewed by the Petition Committee and you will be notified of the decision by the Admissions and Records Office.