



MONTEREY PENINSULA College

ACADEMIC COUNCIL PETITION TO REQUEST AN EXCUSED WITHDRAWAL

Return to Admissions & Records Office
Incomplete or illegible forms will not be processed

Note: The Academic Council meets every 2nd and 4th Tuesday of the month.
The Academic Council's decision will be posted on WebReg.

PART A: TO BE COMPLETED BY STUDENT

Name _____ Fall Spring Summer _____ year
Last First MI

Email _____ MPC Student ID # ____ / ____ / ____

Address _____ Phone (____) _____

City State Zip

State the semester and year in which the courses were attempted: _____

Select the reason for an excused withdrawal:

- Job Transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term (in the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents;
- Natural disaster directly affecting the student; or
- Other: _____

Select the classes for which you are requesting an excused withdrawal:

- All courses taken in the semester
- Only the following specific courses:

If only specific course(s) are requested, please explain why these courses should be changed to excused withdrawal and not all courses:

Student Statement: _____

I, the student, request an excused withdrawal for the course(s) that I was unable to complete due to circumstances beyond my control as listed on this form. I acknowledge that an EW grade is permanent grade change on my transcript. Additionally, I understand if I wish to petition Financial Aid for a reinstatement of any aid, I must do so separately with the Financial Aid Office.

_____ Student Signature _____ Date _____

INFORMATION REGARDING EXCUSED WITHDRAWAL

This form is to request EW grades for classes taken between spring 2020 and spring 2023. The deadline to request EW grades for these terms is the last day of the spring 2025 semester. Classes taken prior to spring 2020 are not eligible for an EW grade. For classes taken summer 2023 or later, please use a Request for Excused Withdrawal (EW) form.

Students must meet with a counselor if seeking to change a passing grade (A, B, C, P) to an EW. For unsatisfactory grades (D, F, NP) a counselor's signature is not required.

Note: Refunds cannot be granted for courses changed to an Excused Withdrawal grade.

PART B: TO BE COMPLETED BY A COUNSELOR

I have met with the student to discuss replacing their passing grade with an EW grade.

Comments: _____

_____ Counselor Name _____ Counselor Signature _____ Date _____

PART C: FOR OFFICIAL COLLEGE USE ONLY

Action taken by Council: Approved Denied Deferred

Explanation: _____

_____ Signature of Chair of Academic Council _____ Date _____