



Office of Admission and Records
 Petition for LATE TERM WITHDRAWAL
 Submit completed form to Admissions@mccd.edu

PRINT CLEARLY for mailing:

_____			_____		
Name	(Last, First)		E-Mail Address		
_____			_____		
Address			Student ID Number or Social Security Number		
_____			_____		
City	State	Zip	Today's Date		
_____			_____		
			Daytime Telephone Number		

California Code of Regulations (T5 § 55023) authorizes colleges to allow withdrawal from a class after the 14th week of the semester or 75% of the course, whichever is less, due to extenuating circumstances. The student, or his/her representative, must attach supporting documents to the request and the instructor or appropriate faculty must be consulted. The law states that extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student. Merced College has authorized this withdrawal, limited to the definition of extenuating circumstances listed. In those circumstances beyond the control of the student, it may be difficult to provide evidence of the circumstances. Please contact the Dean of Student services at (209) 384-6192 for advising.

Parts I and II must be completed before this request can be submitted.

Part I - Student

Student Use

Describe the extenuating circumstances, please be specific and attach supporting documentation.

_____	_____	_____ (Example: Spring 2008, Engl A, 6911)
Semester	Course Title	Section#

Student Signature/Date: _____

Part II - *Required*

Instructor Use Only

Instructor Review: I support this petition I do not support this petition I have no opinion on this petition

Last Date of Attendance, (Per Instructor) _____ Instructor Signature/Date: _____

Part III

A&R Use Only

- Approved Denied
- Effective Date: _____
- Part I: Student has not provided any, or has Inadequate, documentation
- Part II: Not Completed

Comments: _____

Authorizing Signature: _____ Date: _____