COLLEGE OF MARIN

ADMISSIONS & RECORDS

Petition for Late Withdrawal

INSTRUCTIONS FOR COMPLETING THE PETITION FOR LATE WITHDRAWAL

Section 55024 (5) of Title 5 of the California Code of Regulations states "Withdrawal after the end of the fourteenth week (or 75 percent of a term whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with the appropriate faculty, shall be recorded as a "W". "

A Petition for a Late Withdrawal will only be considered when written documentation is provided verifying the extenuating circumstance which prevented the student from withdrawing by the published deadline dates. Extenuating circumstance is defined as: institutional error, medical emergency, military service, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student initiated withdrawal.

NOTE: A Petition for a Late Withdrawal must be submitted within the term that the extenuating circumstances occurred.

PLEASE PRINT CLEARLY. ALLOW 10 WORKING DAYS, FROM DATE RECEIVED, FOR REVIEW PROCESS.

❑ KENTFIELD CAMPUS
❑ INDIAN VALLEY CAMPUS

STUDENT IDENTIFICATION NO. (SOCIAL SECURITY NO.)

NAME LAST FIRST MIDDLE INITIAL

MAILING ADDRESS
NUMBER & STREET

CITY STATE ZIP

DAY PHONE
AREA CODE TELEPHONE NUMBER

EMAIL ADDRESS

REASON FOR LATE WITHDRAWAL—Please check one and attach verifiable documentation.

❑ Institutional Error ❑ Medical Emergency ❑ Military Service ❑ Family Emergency ❑ Incarceration
❑ Extended Litigation ❑ Work Conflicts

STUDENT'S SIGNATURE _____

COURSE INFORMATION

SEMESTER ❑ FALL ❑ SPRING ❑ SUMMER 20 ____

SUBJECT _____ COURSE # _____ SECTION # _____

INSTRUCTOR'S NAME _____
LAST FIRST

INSTRUCTOR ACTION

❑ APPROVED ❑ DENIED

INSTRUCTOR'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

ENROLLMENT SERVICES ACTION ❑ APPROVED ❑ DENIED

DEAN OF ENROLLMENT SERVICES _____ DATE _____

REASON FOR DENIAL _____

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