

BUTTE COLLEGE INACTIVE YEAR EXCUSED WITHDRAWAL (EW) PETITION
(EW requests for Fall 2018 through the previous Academic year)

An Excused Withdrawal is permitted when a student has experienced extenuating circumstances beyond their control, which affects the student's ability to complete the course(s). Examples include, but are not limited to, health problems, accidents, family emergencies, and military service. It is recommended you consult with an academic counselor when completing this petition.

IMPORTANT: For Financial Aid and VA education benefit purposes, an Excused Withdrawal is not considered a successful completion of a course and could impact your eligibility. Please consult the Financial Aid or Veterans Services Office to understand how this EW may impact your financial aid and/or veterans benefits.

| | |
|---------------------|-------------------------|
| Name: _____ | ID Number: _____ |
| Email: _____ | Phone No.: _____ |

Course Information:

| | |
|---|--|
| Control Number (four-digit code): _____ (Example: 7550) | What was your grade? (e.g. A, B, D, F) _____ <input type="checkbox"/> Unsure Did you receive a FW? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure |
| Course Name and Number: _____ (Example: Math 18) | Semester and Year you completed the course: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ |
| Control Number (four-digit code): _____ (Example: 7550) | What was your grade? (e.g. A, B, D, F) _____ <input type="checkbox"/> Unsure Did you receive a FW? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure |
| Course Name and Number: _____ (Example: Math 18) | Semester and Year you completed the course: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ |
| Control Number (four-digit code): _____ (Example: 7550) | What was your grade? (e.g. A, B, D, F) _____ <input type="checkbox"/> Unsure Did you receive a FW? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure |
| Course Name and Number: _____ (i.e. Math 18) | Semester and Year you completed the course: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ |
| Control Number (four-digit code): _____ (Example: 7550) | What was your grade? (e.g. A, B, D, F) _____ <input type="checkbox"/> Unsure Did you receive a FW? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure |
| Course Name and Number: _____ (i.e. Math 18) | Semester and Year you completed the course: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ |

By signing this form, I confirm that I have read and understand the contents of this petition, and I certify that this request is due to an extenuating circumstance:

Date _____ **Print Name:** _____ **Student Signature** _____

Office Use Only:

Academic Counselor Signature (for passing grades): Signature: _____ Date: _____

Recorded Yes No Comments: _____ Entered in system (Date & Initials): _____



Instructions for Submitting an Excused Withdrawal Petition

California Code of Regulations Section 55024 allows Districts to approve petitions for excused withdrawals from courses when extenuating circumstances exist.

An Excused Withdrawal is permitted when a student has experienced extenuating circumstances beyond the student's control, which affects the student's ability to complete the course(s). Examples include, but are not limited to, health problems, accidents, family emergencies, and military service. It is recommended you consult with an academic counselor when completing this petition.

To process your petition, please read all instructions carefully.

1. Complete the entire Excused Withdrawal Petition

- Excused withdrawal will not be counted toward progress and dismissal calculations.
- Excused withdrawal will not be counted toward an enrollment attempt.
- Excused withdrawals do impact your financial aid completion, and the Financial Aid Office may re-bill your account and you may be required to pay back a portion of your financial aid. It is strongly recommended you consult with Financial Aid before submitting this request.
- If you receive VA education benefits, excused withdrawals may impact your benefits. It is strongly recommended you consult with the Veterans Services Office before submitting this request.
- Course grades that are replaced with EW's cannot be used to meet certificate, degree, and/or transfer requirements.
- No refunds will be provided for Excused Withdrawal.
- If you need assistance with locating the Control Number or Course Name/Number, please contact the Support Center at (530) 895-2378.

2. If you are petitioning for an excused withdrawal for a class that you have passed, you must meet with an Academic Counselor for a signature. Please contact the Counseling Office for further information.

3. Return your completed petition to Admission & Records. The petition must be completed fully to be processed.

- **By email to:** admissions@butte.edu (Must be sent from your Butte College email account)
- **In person:** Any Butte College campus Admissions & Records office (Main Campus, Chico Center or Glenn County Center)
- **Mailed to:** Admissions & Records Office, SAS Building – First Floor, 3536 Butte Campus Drive, Oroville, CA 95965

You will be notified by email of the action taken after you submit your petition.

4. Processing can take up to four weeks. Check your unofficial transcript via your Self-Service portal for updates.