



# Covid-19 Related Excused Withdrawal Request

Submit completed form by email to the [mjcESeForms@mjc.edu](mailto:mjcESeForms@mjc.edu) or by mail to the MJC Enrollment Services Office.

**Purpose of Petition:** To request excused withdrawal for circumstances reasonably beyond the control of the student that caused them to be unable to attend classes or complete the semester/term. Petitions will be accepted up to one year after the completion of the semester in which you are requesting an Excused Withdrawal due to COVID-19.

**Circumstances include, but are not limited to:**

1. Medical emergency: (accident, serious illness, non-elective surgery for self or member of your immediate family)
2. Personal emergency or hardship situation: (loss of job or job transfer, family or child-care dependency crisis, death of an immediate family member due to COVID-19)

**Important Note:** Students *should* meet with a counselor to discuss alternative options to an Excused Withdrawal (EW). Students receiving financial aid should contact the Financial Aid Office to understand the possible impacts to their Financial Aid Award.

**Today's Date:** \_\_\_\_\_

**Student Information**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: w \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

**Semester:** Summer      Fall      Spring      Year: \_\_\_\_\_

**Select ONE of the following options:**

- I am requesting an Excused Withdrawal for ALL courses in the semester above.
- I am ONLY requesting an Excused Withdrawal for the following course(s):

Section #	Course Name & Number (ex: Eng 101)

**Please type brief explanation:**

**Explanation of request:** Students **MUST** include a typed statement explaining the request for an Excused Withdrawal.

*By signing this request, I consent for all documentation provided to be reviewed by authorized personnel.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>Office Use Only</i>	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Staff _____	Date _____
Comments: _____	

## **Covid-19 Related Excused Withdrawl Request**

A symbol of "EW", Excused Withdrawal, may be assigned when a student is permitted to withdraw from a course(s) due to specific circumstances beyond the control of the student affecting their ability to complete a course(s).

- Excused withdrawal will not be counted in progress probation and dismissal calculations.
- Excused withdrawal will not be counted as an enrollment attempt.
- If approved for an excused withdrawal, the EW will be applied to the entire semester, unless extenuating circumstances pertain specifically to one class.
- Excused withdrawals will not be accepted for classes completed prior to Spring 2020.