



REQUEST FOR EXCUSED WITHDRAWAL

*Submit the completed form to the campus Admissions and Records office:

1. Laney College: Laney-Enrollservices@peralta.edu.
2. College of Alameda: COAadmissions@peralta.edu.
3. BCC College: bccadmissionsrecords@peralta.edu.
4. Merritt College: Admission.Merritt@peralta.edu

Student Information

Name: _____ Student ID: _____
Last First M.I. Student ID

Address: _____
Address City State Zip Code

Phone: _____ Email: _____

Term: Fall Spring Summer Year 20 _____

Course and Class Code(s):

Grade(s):

Reason for request (must have documentation): _____

Dean of Enrollment Services or Vice President of Student Services Use Only

☐ Approved ☐ Denied

X _____
Dean of Enrollment Services or Designee

Date



EXCUSED WITHDRAWAL INSTRUCTIONS

An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his/her ability to complete a course(s) and may include extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student to include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is subject to immigration action, or other extenuating circumstance making completion impracticable.

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 the student's behavioral violation or if the student requested and was granted a mid-semester transfer.*

Documentation must be attached to this request that is dated and signed where appropriate. Examples include a letter from a medical doctor/hospital, employer, court/legal official etc. It is recommended that all documentation submitted is thorough, signed, complete and verifiable by email or phone from the entity that provided the documentation.

*California Education Code 55024