TAFTCOLLEGE
WEST KERN COMMUNITY COLLEGE DISTRICT

Office of Academic Records
29 Cougar Court
Taft. CA 93268

_____
Term/Year Petitioned

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE

TO THE STUDENT A student who can not currently drop due to the last day to withdraw has passed, or has earned a grade in a course or courses in the prior semester at Taft College, may petition if the preceding is relevant:

The following reasons and documentation must apply:

- Course withdraw is requested due to verified extenuating circumstances. Extenuating circumstances are defined as verified cases of accidents, serious illness (as verified by a physician), or a life changing circumstance beyond the control of the student that prevented him/her from doing well in the course.
- Official supporting documentation and a student statement are required.

Students must have form signed or an email attached by the instructor of the course(s) in question.

Instructor's Name	Course	CRN	Units	Supports Yes/No	Instructor's Signature/Date

Return the completed petition and supporting documentation to the Director of Admissions and Records Office. Initial, sign, and date below to accept the following conditions. Incomplete petitions will be voided with no action taken.

_____ I acknowledge that I may only petition once per lifetime for the course(s) in the semester listed above and if not approved I will need to repeat the course(s) as needed.

_____ I acknowledge that my petition must be submitted no later than the last day of the fourth week of the Fall or Spring semester following the semester in which I enrolled in the course(s) in question.

_____ I acknowledge that my petition is not a guaranteed approval, but is dependent on satisfactory completion of the stated requirements.

_____ I acknowledge that the Director of Admissions and Records Office will send the results by letter or to my preferred Taft College email. Additional time may be needed if this petition needs to go the AP&P Committee for approval.

_____
Student Signature   Date

Director of Admissions and Records Office use only

Incomplete/No action: _____ Approved: _____ Denied: _____ Email or letter sent date: _____

Records updated if applicable date: _____ Updated by if applicable: _____

TP 07/31/19