



CHABOT COLLEGE

COUNSELING DIVISION, ROOM 753K

www.chabotcollege.edu/Counseling

(510) 723-6716

STUDENT INSTRUCTIONS FOR COMPLETING AN EXTENUATING CIRCUMSTANCE PETITION

NOTE: You are **NOT** eligible to file the “W” petition if you are presently failing the course from which you wish to withdraw. Thus, you must be receiving a grade of A-D, or Credit for the course based on the instructor’s assessment.

1. Fill out the student information on the petition withdrawal form in ink. You must indicate the extenuating circumstance on the petition and provide a reference name and telephone number along with appropriate evidence/documentation substantiating the petition request.* **SIGN BELOW** where it says “student signature” on the form.

***Example: A doctor’s/employer’s name title and telephone number along with a letter/document substantiating the circumstance.**

2. Provide your **COMPLETED** form to your instructor. The instructor must indicate the letter grade you earned as of the last date you attended class. The instructor must **SIGN** the form.
3. You must return the **COMPLETED** Extenuating Circumstance Petition Form with **APPROPRIATE DOCUMENTATION** (see “Withdrawing with Extenuating Circumstances” in the Chabot College Catalog) to the Dean of Counseling’s Administrative Assistant, Room 753K, **PRIOR TO THE BEGINNING OF FINAL EXAMINATION WEEK.**

CHABOT COLLEGE	
EXTENUATING CIRCUMSTANCE PETITION – WITHDRAWAL FROM CLASS AFTER THE 12TH INSTRUCTIONAL WEEK	
I, “Petition to Withdraw” on the grounds of extenuating circumstances from the following course:	
COURSE TITLE: _____ NUMBER: _____ SECTION: _____ SEMESTER: _____ DATE: _____	
PRINT _____ STUDENT W #: _____	
NAME Last Name _____ First Name _____	STUDENT PHONE #: _____
The EXTENUATING CIRCUMSTANCE* beyond my control which prohibits my continued attendance in the class listed above is: (Provide both an explanation and reference phone number)	FOR OFFICE USE ONLY
<input type="checkbox"/> Acute Medical Problem <input type="checkbox"/> Acute Personal or Family Problem <input type="checkbox"/> Employment Related Problem <input type="checkbox"/> Other (Explain) _____ _____ REFERENCE: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Name and Position Phone Number </div>	<input type="checkbox"/> Petition verified Date: _____ _____ Dean of Counseling PETITION APPROVED <input checked="" type="checkbox"/> W PETITION DENIED <input type="checkbox"/> F or <input type="checkbox"/> N
*Evidence/documentation of accident, illness or other extenuating circumstance MUST be submitted with this petition.	
My absence from this class due to an extenuating circumstance began on _____ Date	
I hereby attest to the validity of the information given and submit this EXTENUATING CIRCUMSTANCE PETITION.	
STUDENT SIGNATURE: _____ DATE: _____	
IMPORTANT: This petition is to be used for withdrawal from class(es) after 75% of class meetings for the term due to extenuating circumstances as defined in Title 5, Section 55024 (a)(2).	
Extenuating Circumstance for the purposes of Education Code Section 11475.5: “Extenuating circumstances are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions, defined by the local governing board and published in college regulations.”	
W Policy: After 75% of class meetings, a student must “Petition to Withdraw” on the grounds of extenuating circumstances. A “W” will be awarded only if the petition is approved and the class instructor verifies that the student is maintaining a passing grade of “D” or better (grade “CR” in CR/NC courses). A student unable to maintain a passing grade or unable to verify the extenuating circumstance will be assigned a grade of “F”.	
FOR INSTRUCTOR USE ONLY: Please indicate the GRADE the student was receiving at time the extenuating circumstance began:	
GRADE: _____ INSTRUCTOR’S SIGNATURE: _____ PRINT NAME: _____	