REQUIREMENTS for an Administrative Withdrawal Petition:
1. Student did not attend the majority of the course, and
2. Significant extenuating circumstances prevented student from withdrawing from the course by the deadline, and
3. Student has a failing grade or no grade posted for the course; petition not accepted for any other grades, and
4. Petitions must be submitted no later than one semester after the semester in which the course was completed
   - Summer semester course(s) – No later than December 1
   - Fall semester course(s) – No later than May 1
   - Spring semester course(s) – No later than August 1

I. STUDENT INSTRUCTIONS: Complete the Student Information, Course Information, Rationale, and Student Certification / Signature portions of this form completely, meet with a Financial Aid Advisor (and VA Certifying Official, if appropriate), then submit the Petition to Admissions & Records (admissions@arapahoe.edu or Fax 303.797.5970).

II. STUDENT INFORMATION: Name _________________________________ Student ID ______________________
Student Email _____________________________________@student.cccs.edu   Phone __________________________

III. COURSE INFORMATION: Administrative Withdrawal request for the Semester / Year: _________

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<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
<th>Withdrawal Date</th>
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IV. RATIONALE: I was unable to access a computer or telephone to withdraw from my course(s) by the withdrawal deadline(s) because
_________________________________________________________________________________________________
_________________________________________________________________________________________________

STUDENT CERTIFICATION: By signing this petition, I certify that all of the information provided is true and accurate and I understand all of the potential impacts to my financial aid and / or Veteran’s Benefits.

STUDENT SIGNATURE: ___________________________________________ DATE: ______________

An email will be sent to your student email account notifying you of the Petition decision within 14 days.

FINANCIAL AID ACKNOWLEDGEMENT: 
MUST BE COMPLETED BY A FINANCIAL AID STAFF MEMBER Required for ALL STUDENTS
Student received financial aid (of any form) during the semester listed above [ ] Yes [ ] No. (If no, no further action)
If yes, complete the following:
If the student is granted an Administrative Withdrawal Petition for the course(s) and semester(s) listed above, the student’s:
- aid [ ] will [ ] will not be impacted.
- [ ] will not owe financial aid funds back
- [ ] will owe financial aid funds back $__________
- aid standing will be [ ] Good [ ] Probation [ ] Suspension

F/A STAFF SIGNATURE: _______________________________ DATE: __________________________

VA BENEFITS ACKNOWLEDGEMENT: 
MUST BE COMPLETED BY THE VETERANS CERTIFYING OFFICIAL Required for ALL VETERANS using VA Benefits
Student received Veteran Benefits (of any form) during the semester listed above [ ] Yes [ ] No. (If no, no further action.)
If yes, complete the following:
If the student is granted an Administrative Withdrawal Petition for the course(s) and semester(s) listed above, the student’s:
- benefits [ ] will [ ] will not be impacted.
- [ ] will not owe Veteran Benefits funds back
- [ ] will owe Veteran Benefits funds back $__________

VET STAFF SIGNATURE: _______________________________ DATE: __________________________

ACC OFFICIAL USE ONLY:
ACC Dean of Student Services or Designee: [ ] Approve [ ] Deny [ ] SPACMNT Note (Initials / date): ________________________
DIRECTOR or DEAN SIGNATURE _____________________________________________ Date __________

Form Last Updated 02.21.2014