

**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
  - o Summer semester course(s)– No later than December 1
  - o Fall semester course(s) – No later than May 1
  - o 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](mailto: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: \_\_\_\_\_

Course ID _____	Course Title _____	Credits _____	Withdrawal Date _____
Course ID _____	Course Title _____	Credits _____	Withdrawal Date _____
Course ID _____	Course Title _____	Credits _____	Withdrawal Date _____
Course ID _____	Course Title _____	Credits _____	Withdrawal Date _____

**Last Date of Attend  
OFFICE USE ONLY:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:** \_\_\_\_\_  
**EXT.** \_\_\_\_\_ **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:** \_\_\_\_\_  
**EXT.** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**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.*

**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*