

**Instructions for Completing  
Petition to the Academic Standards Committee  
COLLEGE OF THE CANYONS**

**AN INCOMPLETE PETITION WILL NOT BE ACCEPTED**

**STOP!** You are ineligible to petition if you completed the course **FINAL EXAM** or turned in a final project, etc.

You must complete all information for Sections A through E.

You **MUST** include: documentation of the extenuating circumstances BEYOND YOUR CONTROL. Examples include medical records, accident report, new employment verification, court records, letters from lawyers, doctors, employer, etc. (Any questions? Please email [ASCPetitions@canyons.edu](mailto:ASCPetitions@canyons.edu)).

**PLEASE READ THE FOLLOWING INFORMATION TO DETERMINE PETITION ELIGIBILITY:**

**Drop without a W:** You may drop a course without receiving a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 20 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may drop yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

**Late Drop without a W:** In order to be eligible to submit a petition for a course for which you are seeking a late drop without a W (i.e. you did not initiate the drop yourself as identified above), the following two (2) conditions **MUST** apply:

- 1) You must have had an extenuating circumstance **BEYOND YOUR CONTROL** occur any time between the beginning of the course up through 20 percent of the term or semester in which a course is offered; **AND**
- 2) You must have **STOPPED** attending the course in question no later than the drop deadline (20 percent of the term or semester), **AND** your instructor must be able to verify you stopped attending. If you attended beyond the 20 percent deadline, you are NOT eligible to petition the course for a late drop without a W.

You must meet both of these conditions in order to petition a course for a Late Drop without a W.

**Withdrawal with a W:** Once the 20 percent deadline has passed for a course, you may withdraw from a course and receive a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 75 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may withdraw yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

**Late Withdrawal with a W:** In order to be eligible to submit a petition for a course for which you are seeking a late withdrawal with a W (i.e. you did not withdraw yourself as identified above), the following conditions **MUST** apply:

- 1) You must have had an extenuating circumstance **BEYOND YOUR CONTROL** occur any time between the beginning of the course up through the end of the term or semester in which a course is offered; **AND**
- 2) You must have **STOPPED** attending the course prior to taking the final exam, or submitting the final project/presentation/portfolio, etc. **You are ineligible to petition if you completed the course FINAL.**

You must meet both of these conditions in order to petition a course for a Late Withdrawal with a W.

**RETURN TO: Admissions & Records or  
EMAIL TO: [ASCPetitions@canyons.edu](mailto:ASCPetitions@canyons.edu)**

