



Request for Military Withdrawal

VETERANS SERVICES

Student Services Building Room 105

Phone: (310) 660-3486; Fax: (310) 660-3027

Student's Information:

Name: _____

Social Security Number: _____ ECC I.D. _____

Address: _____

Email: _____

Requesting Military Withdrawal for: _____ / _____
Semester Year

Lists Classes: _____

Signature Date

*Attach a copy of activation orders

Military Withdrawal Policy

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during such no notation is made for withdrawals. The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW". Military withdrawals shall not be counted in progress probation and dismissal calculations.

An activated student must come to the Veterans Services Program Office located in SSC Room 105 present his or her activation orders. In the event the student is unable to appear in person, the student's spouse, parent, or other representative may submit the paperwork.

Active reservists, withdrawing from school, will be entitled to a grade of "MW" (military withdrawal) for courses not completed. Short-term courses completed, such as six-week or nine-week courses, shall be awarded the grade earned. A student may request a grade of "I" (incomplete) if the student is activated near the end of the semester.

A student receiving a grade of "MW" in a course may request a refund of fees.

All active reservists will be entitled to priority (early) registration upon their return to El Camino College.

Approved by: _____

Registrar, Admissions & Records

Date