

# **GUIDELINES FOR AN EXCUSED WITHDRAWAL**

## **PROCESS TO PETITION FOR THE EW GRADE**

Students who have experienced extenuating circumstances can complete & submit the *Excused Withdrawal Petition* to request an Excused Withdrawal (EW) grade instead of the Withdrawal (W) or non-passing (D, F & NP) grades. Supporting documentation is required. A student may request an EW for only one course or all courses in a term depending on the reason for the request. The Excused Withdrawal Petition must be submitted to the Admissions and Records Office no more than one year after the relevant term. Upon receipt, the Admissions and Records Office will review the Excused Withdrawal Petition and send decision notifications to the student's CR Email address within 2 weeks.

## **BENEFITS OF THE EW GRADE**

EW grades do not count toward the permitted number of allowable course repetitions.  
EW grades do not count in progress probation or dismissal calculations.

***NOTE: The EW grade does not help ease any potential financial aid impacts for the student nor will it provide any tuition or fee reimbursement.***

## **BACKGROUND INFORMATION**

Effective January 2018 term, the Board of Governors passed Title 5, section 55024 regulation changes to add the Excused Withdrawal (EW) symbol. The purpose of the EW non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control and to avoid penalizing students by excluding them from progress probation and dismissal calculations. The intent of the law is to allow students the ability to drop courses without penalty due to extenuating circumstances.

## **ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAWAL**

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.