

Excused Withdrawal & Extenuating Circumstances Withdrawal Presentation  
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**During Our Time Today:**

- Review Current Extenuating Circumstance Withdrawal Policy
- Introduce New Required Excused Withdrawal Policy
- Discuss Similarities and Differences of both policies
- Open Discussion
- Present Proposed Language and Catalog Deadlines for Approval

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**Current Extenuating Circumstances Withdrawal Practice**

Students may withdraw from a class with extenuating circumstances after the withdrawal deadline date.

- Circumstances that will be considered include serious medical problem, acute personal or family problem, employment related problem, or other matters beyond the control of the student affecting the ability to complete the course.
- "W" will be granted only if the petition is approved and the class instructor verifies that the student is maintaining a passing grade of "D" or better (grade "P" in P/NP courses).
- Students whose request for withdrawal is denied may choose to continue current class enrollment. Extenuating Circumstance Petition forms are available at the Admissions & Records Office.

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**New Required Regulation Excused Withdrawal "EW"** 

In January 2018, 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.

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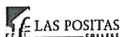
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**Similarities between Excused and Extenuating Circumstances** 

- Students must initiate process
- Students must have documentation
  - 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;
  - 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.
- Financial aid maybe affected depending on individual circumstance
- FTES can be claimed for apportionment

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**Differences between Excused and Extenuating Circumstances** 

- **Excused Withdrawal**
  - Does not count as an enrollment
  - Does not count in progress and dismissal calculation
  - Student must be refunded enrollment fees
  - Student may initiate at anytime during the semester but not to exceed grade change deadline policy
- **Extenuating Circumstance Withdrawal**
  - Does count as an enrollment
  - Does count in progress and dismissal calculation
  - Student does not receive a refund enrollment fees
  - Student may initiate after the 12<sup>th</sup> week of the semester but not to exceed grade change deadline policy

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**Questions to Consider** 

- Is it equitable to have both Excused and Extenuating Circumstances Withdrawals?
- Should Excused Withdrawal eliminate Extenuating Circumstance Withdrawal?
- Should we use both withdrawal policies or only one?

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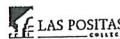
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**See Handouts for Proposed Language** 



- Excused Withdrawal (Title 5) College Catalog Language
- Excused Withdrawal "EW" (Title 5) Class Schedule Language

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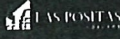
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**See Handouts for Proposed Language Continued**

- Extenuating Circumstance Withdrawal College Catalog Language (if we keep it)
- Extenuating Circumstance Withdrawal "W" Class Schedule Language (if we keep it)



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Timeline to meet College Catalog  
Deadline of March 22, 2019



We would like to ask Academic Senate to:

- Discuss at Division Meeting on February 20
- Discuss at Academic Senate on February 27
- Approve language by March 13
- Send approved language to President's Office

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Thank You



Thank you for your support

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