

Proposed Catalog/Class Schedule Language Handouts

EXTENUATING CIRCUMSTANCE WITHDRAWAL College Catalog Language (if we keep it)

Students may withdraw from a class with extenuating circumstances after the withdrawal deadline date. Circumstances that will be considered are: 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. A "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). Those students whose request for withdrawal is denied may choose to continue current class enrollment. Extenuating Circumstance Petition forms are available at the Admissions and Records Office.

PROCEDURE FOR EXTENUATING CIRCUMSTANCES WITHDRAWAL
Students need to obtain an (1) Extenuating Circumstances Petition Form from the Admissions and Records Office, (2) Contact the instructor to request the instructor's signature and the grade earned at the time the extenuating circumstance began, and (3) Return the completed, signed request form with appropriate documentation to the Admission and Records Office.

EXTENUATING CIRCUMSTANCE WITHDRAWAL "W" College Catalog Language (if we keep it)

Students may withdraw from a class with extenuating circumstances after the withdrawal deadline date. Circumstances that will be considered are: serious medical problem, acute personal or family problem, employment related problem, or other matters beyond the control of the student being able to complete the course. A "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). Those students whose request for withdrawal is denied may choose to continue current class enrollment. Extenuating Circumstance Petition forms are available at the Admissions and Records Office.

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EXCUSED WITHDRAWAL (Title 5) College Catalog Language

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s). These events and may include an accident or illness, job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other circumstances making course completion impracticable. Upon consultation with the course faculty and verification of these conditions or reviewing documentation substantiating the condition, an excused withdrawal symbol may be assigned "EW." The "EW" shall not be counted in progress probation and dismissal calculations.

"EW" - EXCUSED WITHDRAWAL (Title 5) Class Schedule Language

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s). Upon consultation with the course faculty and verification of these conditions or reviewing documentation sub substantiating the condition, an excused withdrawal symbol may be assigned "EW." The "EW" shall not be counted in progress probation and dismissal calculations.