

**EXCUSED WITHDRAWAL (EW) PETITION/
MILITARY WITHDRAWAL (MW) PETITION**

After Grades Are Posted

Please submit this petition via email to admissions@shastacollege.edu or by mail to:
11555 Old Oregon Trail, Redding, CA 96049-6006

This form may be used to:

Initiate an "Excused Withdrawal" (EW). An 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) and may include: a 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 gets released from custody or is involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an "EW" excused withdrawal symbol may be assigned.

Initiate a "Military Withdrawal" (MW). A Military Withdrawal occurs when a student who is a member of an active or reserve United States military service component receives orders compelling a withdrawal from courses. Upon verification of such orders, a "MW" withdrawal symbol will be assigned.

Remove grade(s) due to non-attendance. A student may petition the Scholastic Standards Committee to remove all record of a class from the student's transcript and have a reversal of tuition and fees when it can be documented that the student never attended the class.

PLEASE PRINT ALL INFORMATION CLEARLY

<i>Student Name – Last, First, M.I.</i>	<i>Student ID #</i>
<i>Address – Street, City, State, Zip</i>	
<i>Email</i>	<i>Phone</i>

On page two of this form, please briefly describe the verifiable extenuating circumstances and attach supporting documentation. We recommend that you consult with a Counselor and/or the Financial Aid office regarding the possible consequences of an "EW" grade. "EW" and "MW" grades will not be counted in progress probation and dismissal calculations and will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. **EW grades will count against a student's Satisfactory Academic Progress.** Please use one form per course.

Student's Signature: _____ **Date:** _____

Instructor Recommendation for petitions to withdraw due to extenuating circumstances or to petition the removal of a grade due to non-attendance. Please provide a response within ten business days of receiving this student request.

Course Name and Number	Semester/Year	Instructor Name	Instructor Signature	Instructor Recommendation
				<input type="checkbox"/> Change final grade to "EW". <input type="checkbox"/> Do not change final grade to "EW". (Please include comments on the back of this form.) <input type="checkbox"/> Remove all record of class from student's transcript.

***** FOR ADMISSIONS OFFICE USE ONLY *****

Action Taken: _____ **Approved** **Denied**

SIGNATURE: _____ **Date:** _____
Scholastic Standards Committee or Associate Dean of Student Services

Please briefly describe your extenuating circumstances in the space provided:

Please list any and all supporting documentation you have attached to this petition:

Type of documentation: _____

Type of documentation: _____

Type of documentation: _____

*****TO BE FILLED OUT BY INSTRUCTOR*****

Instructor comments (if withdrawal is not recommended):

5 CCR § 55024 § 55024. **Withdrawal.**

(a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:

- (1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W."
- (2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- (3) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.
- (4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.
- (5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."
- (6) For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.
- (7) The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.
- (8) A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- (9) The district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a "W" symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of "W" symbols in the same course in colleges within the district, if the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.
- (10) The district policy may provide that a "W" symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.

(b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.

(c) A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

(d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

(1) "Military Withdrawal" (MW) 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 which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

(2) Military withdrawals shall not be counted in progress probation and dismissal calculations.

(3) Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(4) In no case may a military withdrawal result in a student being assigned an "FW" grade.

(e) The governing board of a district that decides to provide a withdrawal policy shall also adopt an excused withdrawal procedure based upon verifiable documentation supporting the request.

(1) "Excused Withdrawal" (EW) 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) and may include a 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 extenuating circumstances as described in (a)(2), making course completion impracticable. 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. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

(2) Excused withdrawal shall not be counted in progress probation and dismissal calculations.

(3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(4) In no case may an excused withdrawal result in a student being assigned an "FW" grade.

(f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.