

## Excused Withdrawal (EW)

The "EW," excused withdrawal, mark is assigned only when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student which affects their ability to complete a course(s)

### What type of events are considered "beyond the control of the student"?

- Unexpected changes in employment
- An illness in the family where the student is the primary caregiver
- Incarceration
- The student is the subject of an immigration action
- Other **extenuating circumstances**



### What is the submission process to request an EW?

- 1 Log into to the portal (inside.mtsac.edu)
- 2 Click "Admissions & Records in the bar options "Admissions & Records"  
Home → **Admissions & Records**
- 3 Find the "Admissions & Records Forms" and select "Request for Excused Withdraw"

**S Request for Excused Withdrawal** ←

- 4 Follow the prompt to submit the form as instructed.

## Who can help me fill out the petition?

- A counselor can assist with you completing the exceptional action petition and provide direction on the submission process.
- Visit the **Counseling Department** to schedule a counseling appointment (or to go [bit.ly/3YcaJvC](https://bit.ly/3YcaJvC))

## When and how will I know if the EW was approved?


- Upon receipt of the Petition Exceptional Action, an excused withdrawal notation of (EW) will be added to your Mt. SAC transcript.
- Admissions & Records will provide a reason for denial if the EW is not approved.

## When Is the Last Day to Request an EW?

- An EW may be requested until the last day of instruction.

## Will the EW affect my academic standing or financial aid?

- Academic Standing: No. The EW does not count toward the calculation of progress probation, dismissal, or course attempts.
- Financial Aid: Maybe. Contact **Financial Aid** (or go to [bit.ly/3zV3rmv](https://bit.ly/3zV3rmv)) before withdrawing from a course(s) and ask how it may affect your aid.



Questions? Need Assistance?  
Contact the **Counseling Department**  
(909) 274-4380 or go [bit.ly/3YcaJvC](https://bit.ly/3YcaJvC)