

Excused Withdraw (EW)

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

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

- A job transfer outside the geographical region
- An illness in the family where the student is the primary caregiver
- Incarceration in a California State Prison or county jail
- The student is the subject of an immigration action
- Other extenuating circumstances



What is the submission process to request an EW?

1. Complete an **Exceptional Action Petition** (or go to bit.ly/4ePwS8z) **and** provide an explanation of the event beyond your control (e.g., illness, death, job transfer, etc.)
2. Submit the petition online through the **Office of Admissions & Records forms page** (or go to bit.ly/3Bvxx0u).
 - Note the submission process is in two parts.
 - Read the submission instructions on the website.
 - If this second part is not followed, the exceptional action petition will not be processed.

Who can help me fill out the petition?

- A counselor may 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)

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

- Upon receipt of the Exceptional Action Petition and review of the reason for request, an excused withdrawal symbol will be assigned with a notation of EW for the course(s) and appear on the 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 processed on the last day of class to be dropped.
- Check the class syllabus or **receipt/schedule of classes** (or go to bit.ly/3BugEU2) for the last day to drop.

Will the EW affect my academic standing or financial aid?

- Academic Standing. No. The EW shall not count in progress probation or dismissal toward the number of permitted withdraws or count as enrollment attempts.
- Financial Aid. Maybe. Contact **Financial Aid** (or go to bit.ly/3zV3rmv) before withdrawing from a course(s) and ask how it may affect your future aid.

