

WITHDRAWAL

It is recognized that, on occasion, students' circumstances might force them to withdraw from a class prior to its completion. It is the student's responsibility to initiate withdrawal procedures. Failure to officially withdraw from a class can result in a grade of "F" or "NP" being assigned.

Effective May 2009, many of the processes for course withdrawal related to course repetition have changed for California Community Colleges. In order to comply with the recent revisions of Title 5, students are advised to see an academic counselor prior to withdrawing from a course.

For the purpose of this policy, a "W" indicates that the student has withdrawn from a course without affecting the student's grade point average. A "W" is given, therefore, under the following conditions and in the manner prescribed below:

Semester Courses Short Term Courses Weekend Seminars Summer Intersession Courses Excused Withdrawal (EW)

1. First Two Weeks of the Semester

- a. A student or instructor may initiate a withdrawal. No notation shall be made on the student's academic record.

2. Third Week through Twelfth Week

- a. The student or instructor may initiate a withdrawal. A "W" shall be recorded on the student's academic record.

3. Remainder of Course

- a. The student may no longer withdraw from college after the twelfth week. The academic record of the student shall reflect a symbol or grade other than "W." Under extenuating circumstances, a "W" may be granted after the twelfth week if the student files a Petition for Exception that is approved by the Admissions and Records Office.

1. Until the Day Prior to the First Census

- a. The student or instructor may initiate a drop. No notation shall be made on the student's academic record. Contact the Admissions and Records Office or see the deadlines printed under the CRN in the class schedule.

2. From the First Census Through the Withdrawal Date

- a. The student or instructor may initiate a withdrawal up to the time three-fourths of the course has elapsed. A "W" shall be recorded on the student's academic record. Contact the Admissions and Records Office or see the deadlines printed under the CRN in the class schedule for specific courses.

3. Remainder of the Course

- a. A student may no longer withdraw from classes after the withdrawal date. The academic record of the student shall reflect a symbol grade other than "W." Under extenuating circumstances, a "W" may be granted after the withdrawal date if the student files a Petition for Exception that is approved by the Admissions and Records Office.

1. Until the Day Prior to the First Day of the Seminar

- a. The student or instructor may initiate a withdrawal. No notation shall be made on the student's academic record.

2. After the Seminar Begins

- a. The instructor may drop, with a "W," those students who do not attend the seminar. Those who do attend must receive a symbol or grade other than a "W." Under extenuating circumstances, a "W" may be granted after the withdrawal date if the student files a Petition for Exception that is approved by the Admissions and Records Office.

First Week:

Students are to check with the Admissions and Records Office for appropriate withdrawal dates or see the deadlines printed under the CRN in the class schedule.

Open-Entry Courses:

As often as possible, open-entry courses shall be treated according to the regulations for semester courses. Contact the Admissions and Records Office for further information.

An Excused Withdrawal "EW" occurs when a student is permitted to withdraw from course(s) due to specific events beyond the control of the student and may include:

- a job transfer outside the geographical region
- illness of the student or of someone in the student's family where the student is the primary caregiver
- release from custody or involuntary transfer before the end of the term if the student is incarcerated in a California county jail or state prison
- the student is the subject of an immigration action, or
- other extenuating circumstances beyond the control of the student affecting his/her ability to complete a course(s).

The college will proactively engage with the student or their representative to identify available support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student will receive the excused withdrawal symbol ("EW") on their transcript. Students will not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

An excused withdrawal will not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. In no case may an excused withdrawal result in a student being assigned an "FW" grade.

An excused withdrawal will be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

NOTE: The "EW" symbol does count in the Federal financial aid Satisfactory Academic Progress Calculations.

Students are advised to consult with the Financial Aid office to determine whether an EW will have an impact on their awards.