

# WITHDRAWAL POLICY

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For the purpose of this policy, a "W" is viewed as an indication that the student has withdrawn from a course without affecting the student's grade point average. Failure to officially withdraw by the established deadline date may result in the assignment of an "F" grade for the course.

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**Instructor Initiated:** Through 75% of the course, a student may be withdrawn if no longer participating in the course. Definitions of non-participation shall include, but are not limited to, excessive unexcused absences. Refer to the Attendance Policy for additional information.

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**Student Initiated:** STUDENT RESPONSIBILITY – While an instructor officially may withdraw a student who has poor attendance, it is the student's responsibility to withdraw if the student does not continue in attendance. All student withdrawals are to be completed ONLINE through myGateway by the established deadline date. Failure to do so may result in the student receiving a failing grade.

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**Recording on Transcripts:** No "W" shall be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

1. **Full Term Courses:** withdrawal prior to the third week of the term.
2. **Short Term Courses** (meeting less than the full term length): withdrawal by the 20% point of the length of the course.

A "W" will be recorded on the student's transcript when withdrawing from a course according to the following guidelines:

1. **Semester Length Courses:** withdrawal during the third week through the 12th week of the term.
2. **Short Term Courses** (courses less than a semester in length): withdrawal after the 20% point through 75% point of the course.

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## Withdrawal (W)

A regular withdrawal occurs when a student (1) withdraws from a class after the census date and before the withdrawal deadline, or (2) is withdrawn by an instructor after the census date and before the withdrawal deadline. Neither a W or EW is calculated in the GPA.

## Excused Withdrawal (EW)

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 college 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 of their awards.

**NOTE:** The "EW" symbol DOES NOT count in calculation of probation or dismissal and is not counted as an enrollment attempt for purposes of course repetition.

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**Military Withdrawal:** Students called to military service during a semester in progress should submit an Extenuating Circumstance Petition to have a "MW" (military withdrawal) noted on their academic transcript. A copy of military orders are required.

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