

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 & documentation to request an EW?

1. Complete a **Petition for Exceptional Action**
2. Submit the petition and documentation online through the **Office of Admissions & Records forms page** (or go to ***bit.ly/3Bvxx0u***).
 - a. Note the submission process is in two parts.
 - b. Read the submission instructions on the website.
 - c. If this second part is not followed, the petition will not be processed.

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***)

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***) 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***