



MEMORANDUM

March 15, 2019

ES 1907 | Via Email

TO Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate Presidents
Academic Senate for California Community Colleges

FROM Alice Perez
Vice Chancellor, Educational Services
Rhonda Mahr
Vice Chancellor, Educational Services

RE Guidelines for Excused Withdrawal

This memorandum overwrites memorandum number 1901.

extenuating circumstances. For this reason, the Excused Withdrawal symbol 'EW' has been adopted.

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAW

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;**
- Illness in the family where the student is the primary caregiver;**
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);**
- The student is the subject of an immigration action;**
- Death of an immediate family member;**
- Chronic or acute illness;**
- Verifiable accidents; or**
- Natural disasters directly affecting the student.**

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

