



WHAT IS

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 & documentation to request an EW?

- Complete an [Exceptional Action Petition](#)
- Collect all documentation that verifies the event beyond your control (e.g., illness, death, job transfer, etc.)
- Submit the petition and documentation online through the [Office of Admissions & Records forms & publication website](#). Note the submission process is in two parts. Read the submission instructions on the website.

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

- Upon verification of the conditions and required documentation substantiating the condition, 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.

Will the EW affect my academic standing or financial aid?

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



QUESTIONS? NEED ASSISTANCE?

CONTACT THE COUNSELING DEPARTMENT

(909) 274-4380 or

www.mtsac.edu/counseling/schedule-counseling