

## Excused Withdrawal Catalog Statement

**Excused Withdrawal:** A symbol of “EW”, Excused Withdrawal, may be assigned when a student is permitted to withdraw from a course(s) due to specific circumstances beyond the control of the student affecting his or her ability to complete a course(s).

- Excused withdrawal will not be counted in progress probation and dismissal calculations.
- Excused withdrawal will not be counted as an enrollment attempt.

Students requesting an Excused Withdrawal must obtain a Petition for Excused Withdrawal (EW) available in one of the following offices:

- Admissions
- Counseling
- Office of the Vice-President of Student Services
- Petitions are to be submitted in the Vice-President of Student Services Office for review.
- All petitions must be accompanied by supporting documentation substantiating the student’s extenuating circumstances, including pertinent dates and times.
- It is recommended that students visit with a counselor to discuss alternative options to an Excused Withdrawal to be sure that this choice is the best course of action for the student’s academic career.