



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION
Educational Services

April 6, 2021

TO: Vice Presidents of Instruction, Vice Presidents of Student Services, Instructional Deans, Admissions and Records

FROM: Susan Topham, Vice Chancellor, Educational Services

SUBJECT: Changes in Excused Withdrawal Process

Please note the following changes in certain policies related to Excused Withdrawal.

Petition for Excused Withdrawal:

- Students can now select which classes to petition for an Excused Withdrawal (EW) regardless of the reason (COVID-19 or extenuating circumstances). Previously, students were only permitted to petition for the entire semester for non-COVID-19 reasons.
 - COVID-19 related requests will still be processed without further review if approved by the Vice President of Student Services.
 - Colleges may still count the excused withdrawal as an enrollment attempt for apportionment purposes (until Dec 31, 2021).
 - Non-COVID-19 related requests once approved by the Vice President of Student Services will be routed to the Vice Chancellor, Educational Services as per the normal Excused Withdrawal petition process.
- Excused Withdrawal petitions still retain their one-year submission requirement from the semester the course was completed.
- Effective Spring 2021 no student refunds will be given for EWs
- Per consultation with the Academic Senates at City, Mesa and Miramar Colleges, if a grade (A-F, P/ NP) has already been issued, the grade will be changed to an EW without the need for going through the formal grade change form process.