



Excused Withdrawal Training:

District A&R
June 28, 2021

Agenda:

- CA Ed Code and EW Grades
- The Dean's Role
- College A&R Staff Role
- Annual Audit and Documentation
- Communication to Students
 - Websites
 - Change to form

CA Ed Code 55024:

- [Withdrawal](#)

(e) The governing board of a district that decides to provide a withdrawal policy shall also adopt an excused withdrawal procedure based upon verifiable documentation supporting the request.

(1) “Excused Withdrawal” (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course completion impracticable. 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. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an “EW.”

(2) Excused withdrawal shall not be counted in progress probation and dismissal calculations.

(3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

(4) In no case may an excused withdrawal result in a student being assigned an “FW” grade.

The Dean's Role:

- Deans Serve as the First Review of the EW Request because a manager must approve the EW
- What to Look for?
 - The EW Request must come from the Student
 - If sent by Counselor then Student must be ccd on the email
 - Students must complete all sections of the form
 - There is a **1 year deadline** must be checked. For ex. If a student took a class spring 2021 and received a poor grade, they must request an EW within a year—so the deadline would be the last day of spring 2022. This is law so please review the dates and courses students request because they often requests dates that are too far back.
- The Dean Signs as Approved
- Communicate with Student

*For ex "Greetings, Your EW Request is approved and will reflect on your student record in **2 days**. Stay safe and always know that you can enroll in this and future semesters to complete your career and educational goals."*
- Send to A&R Staff for processing in PS (see attached screen shots)

COVID Crisis **TEMPORARY** Changes:

- During the pandemic, the State Chancellor's office sent communication that we are to make the process of requesting Ews easy for students. We thus, continue to temporarily *not requiring proof or documentation*. However, critical is that the student completes the form entirely including filling out the reason for the request. Auditors will look at this as proof that the request is pandemic related whether it is employment, health, stress etc.
- To date (6/29/21) we have not received communication from the state about fall semester requirements but will update you when we do.
- Post pandemic, we will all need to *revert back to Ed Code Requirements* that student submit documentation or proof supporting the request— Medical Note, proof of arrest, proof of care of elderly etc. The language is on the back of the EW Request form so please review this.

College A&R Staff Role: *(see attachment)*

PROCESSING EW GRADES

Effective 8/1/2018

IF GRADE EXIST, this should be process as a Change of Grade in Quick Enroll:

1. In the Class Enrollment tab, Select 'Change Grd' from the Action drop-down menu and enter the Class Nbr:

Quick Enrollment

Request ID 0000000000 mi ID
 Career Undergrad Institution PCCD1 Term S21 Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

| *Action | Class Nbr | Section | Related 1 | Related 2 |
|--------------|-----------|---------|-----------|-----------|
| Change Grade | 20170 | HIST 7B | B1 | Pending |

2. In the Units and Grade tab, enter (or select from the Grade Input drop-down menu) EW:

Quick Enrollment

Request ID 0000000000 mi ID
 Career Undergrad Institution PCCD1 Term S21 Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

| Unit Taken | Course Count | Grade Base | Grade Input | Repeat Code | Requirement Designation | Requirement Designation Option | RD Grade |
|------------|--------------|------------|-------------|-------------|-------------------------|--------------------------------|----------|
| HIST 7B | 3.00 | 1.00 | GRD | EW | | No | |

3. In the Other Class Info tab, select EW or VC 19 from the Action Reason drop-down menu:

Quick Enrollment

Request ID 0000000000 mi ID
 Career Undergrad Institution PCCD1 Term S21 Submit

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

| Permission | Ind Study Instructor | Action Reason |
|------------|----------------------|---------------|
| | | |

Create Transcript Note

Search Results

View 100 First 1-3 of 3 Last

| Enrollment Action Reason | Description |
|--------------------------|--------------------|
| CV19 | COVID-19 |
| EW | Excused Withdrawal |
| GL | Grade Lapse |

Annual Audit and Documentation:

- Maintain Records and send them to the District at the **end of each semester.**
- Ensure Compliance. These records are audited annually!



Communication:

- The District will update our **website**. Colleges should check to see if the college site needs any change
- The District will change the EW Request form to add the **college A&R email addresses**
- Dr. Brown will send out **FAS emails** on July 6 and at the beginning of the Fall semester.
- **Catalogs and Class Schedules** will need to reflect this change—especially the email addresses.



If questions arise please email
Dr. Brown or Charlotte Smith.

Thank you for all you do.