



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 5: Student Services
Title	Medical Withdrawal/Extenuating Circumstances
Code	AP 5076
Status	Active
Legal	Title 5 Sections 55024 and 58004
Cross References	AP 5075
Adopted	August 6, 2013
Last Revised	May 1, 2024
Origin	Vice President, Student Services
Office	Admissions and Records

Students can drop courses at College of the Siskiyous up to the 75% mark of the course.

In accordance with Title 5, Section 55024(e), a student may drop after the 75% mark for Extenuating Circumstances. An Emergency Withdrawal (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.

Students are no longer required to submit documentation but must meet with a counselor or advisor to complete the process.

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.

The College will use individual case facts to determine the continuity of some courses and not others.

An excused withdrawal shall not be counted in progress, probation, and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. However, for federal financial aid and Cal Grant (and any other financial aid program that relies upon federal Satisfactory Academic Progress (SAP) policies):

- Emergency Withdrawal (EW) grades count as attempted but not completed courses in the SAP evaluation.
- EW grades affect enrollment level for federal Pell grant and Cal Grant (may apply to other CalGrant programs as well).
- Unearned Title IV aid resulting from a Return to Title IV (R2T4) calculation must be returned.

Student will receive a written notification of the decision to their student email.

REIMBURSEMENT FOR EMERGENCY WITHDRAWAL

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, this includes approved Excused Withdrawal. However, a withdrawal related to an extraordinary condition (natural disaster) a refund may be approved.

This district has established that a student can apply for an extenuating circumstance no more than two (2) times. Special permission can be given through Counseling if the student needs to repeat beyond the third try because of a medical withdrawal.

This administrative procedure was approved by Dr. Char Perlas, Superintendent/President, on May 1, 2024.