



POLICY AND PROCEDURE

Title:	Excused Withdrawal
Policy No.:	TBD
Department:	Admissions and Records
Contact:	Registrar or Vice President of Student Affairs

Policy

Excused withdrawals (EW) may be granted outside the standard withdrawal (W) deadline to students experiencing extenuating circumstances. Extenuating circumstances include accidents, illnesses, or other situations beyond the student's control.

Procedures

Excused withdrawals will not count toward satisfactory academic progress, academic probation, or dismissal calculations. However, financial aid and veterans' benefits may be affected depending on individual circumstances. Students are strongly encouraged to consult GBC Financial Aid, GBC Veterans Services, and any special programs they belong to before submitting a request. Before petitioning, students should consult with their instructor(s) regarding their withdrawal from class(es), unless the semester or individual course has ended.

Submission Requirements:

- The Excused Withdrawal Request (e-form) must be submitted within 90 days of the official class end date.
- A personal statement explaining the circumstances must be included.
- Supporting official documentation must be provided (see examples below).

Examples of Extenuating Circumstances and Required Documentation

- **Medical Condition** – A letter on official hospital or doctor's office letterhead, signed by the attending physician, explaining the illness or injury and relevant dates. A hospital bill or other medical documentation may suffice, but a formal letter is highly recommended.
- **Involuntary Employment Conflict/Loss of Job** – A letter on official company letterhead, signed by the supervisor, indicating date of hire, change in work schedule, or change in job location. **Termination letter is also acceptable.**
- **Military Deployment** – If the student withdrew from classes, they must fill out an Exception for Refund Request. If military orders were issued after the withdrawal deadline, the Excused Withdrawal Request must be submitted along with a copy of military orders.
- **Bereavement (Death of Immediate Family Member)** – A copy of the death certificate or obituary with an explanation of the relationship to the student.
- **Divorce** – A copy of the divorce decree.
- **Other** – Other extreme circumstances outside of the student's control.

Circumstances That Do Not Qualify for an Excused Withdrawal

- Overcommitment
- Seeking to improve GPA or financial aid eligibility

- Inability to pay tuition
- Misunderstanding deadlines (students are responsible for knowing drop/withdrawal deadlines)
- Misunderstanding policy
- Difficult course material
- Non-attendance
- Dissatisfaction with the course
- Academic concerns (students should follow the Student Code of Rights and Responsibilities for academic complaints)

Personal Statement & Documentation Requirements

Students must submit a personal statement explaining how their extenuating circumstances prevented them from completing the semester or withdrawing within the published deadline.

Official Documentation Requirements:

- Must confirm the nature of the extenuating circumstance.
- Must demonstrate the circumstance was beyond the student's control.
- Must be relevant to the student filing the appeal.
- Must be directly related to the semester in question.

All documentation must be uploaded to the Excused Withdrawal e-form and will be verified by Admissions and Records staff.

Decision Process

Requests will be reviewed by an appeals committee. Students will be notified via email of the decision within 10 business days of submitting the form, personal statement, and required documentation. The decision is final.

If approved, all grades for the applicable semester will be changed to **W** grades.

Approved by PC: TBD

Contact the assistant to the president for any questions, corrections, or additions.