

# Irvine Valley College

Office of Admissions and Records  
5500 Irvine Center Drive, Irvine, CA 92618  
(949) 451-5409 [ivc-ar-petitions@ivc.edu](mailto:ivc-ar-petitions@ivc.edu)

# Saddleback College

Office of Admissions and Records  
28000 Marguerite Parkway, Mission Viejo, CA 92692  
(949) 582-4555 [scadmissions@saddleback.edu](mailto:scadmissions@saddleback.edu)

## Excused Withdrawal Due to COVID 19

**Important:** The California Community Colleges State Chancellor's Office has authorized that a student may withdraw from classes due to the Covid-19 pandemic. If a student wants to withdraw, the student will receive an Excused Withdrawal (EW) on their transcript (with no Enrollment Fee refund). The EW symbol does not count in the calculation of probation or dismissal and is not counted as an enrollment attempt for purposes of course repetition. **Students who are withdrawing because of the current crisis are strongly encouraged to meet with a counselor as it may impact the completion of their program, Financial Aid, or Veteran Education Benefit status.**

### PETITION DEADLINE

**FALL 2020: 6pm November 30, 2020**

Student ID: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle

Term	Year	Course Title	Section Number
Example: Spring	2020	MATH 3A	60225

I understand that requesting an Excused Withdrawal (EW) may prolong the completion of my educational goals and may impact Financial Aid or Veteran Education Benefit benefits I currently receive. Impacted students may be required to submit an appeal for benefits eligibility.

#### How do I get the Excused Withdrawal (EW)?

Complete this Excused Withdrawal form. Submit to your respective campus Admissions and Records Office from your district issued email addresses.

District issued emails are "**student\_name@ivc.edu**" or "**student\_name@saddleback.edu**".

Irvine Valley College: [ivc-ar-petitions@ivc.edu](mailto:ivc-ar-petitions@ivc.edu)

Saddleback College: [scadmissions@saddleback.edu](mailto:scadmissions@saddleback.edu).

#### **Will I receive a refund?**

No. Refunds will not be processed for EW Drops.

**How will an Excused Withdrawal (EW) impact financial aid eligibility?**

Students will not have their EW grade held against their completion ratio for the California College Promise Grant (CCPG).

Students will not be required to repay the California College Promise Grant (CCPG) which was applied to their account and was based on their unit load prior to dropping courses.

Saddleback College: [scfinaid@saddleback.edu](mailto:scfinaid@saddleback.edu)

Irvine Valley College: [ivcfinancialaid@ivc.edu](mailto:ivcfinancialaid@ivc.edu)

**How will an EW impact Veteran Benefits status?**

Students receiving VA Education benefits may be required to repay their awards. For more details contact your campuses Veterans office:

Saddleback College: [scpayout@saddleback.edu](mailto:scpayout@saddleback.edu)

Irvine Valley College: [Veterans Service Center](#)