

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5076**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Medical Withdrawal/Extenuating Circumstances

Adoption: August 6, 2013

Responsible Office: Enrollment Services

Reference: Administrative Procedure 5075; Title 5 Sections 55024 and 58004

Students can drop courses at College of the Siskiyous up to 75% of the course or at the 14th week of the semester. Administrative Procedure 5075 allows students to withdraw after the 75% mark if there is a reason that falls under “Extenuating Circumstances”.

Extenuating circumstances are defined as accidents, illness, or other circumstances beyond the student’s control. Documentation relating to these circumstances must be received in order to validate the petition.

Student or his/her representative will file a petition in the Enrollment Services Office.

Petition will be reviewed by the appropriate faculty (meaning the instructor of each course section in question or, in the event that the instructor cannot be contacted, the Dean of Student Learning).

After the appropriate faculty review the petition will be sent to the Extenuating Circumstances Committee which is made up of the Director of Enrollment Services, Financial Aid Officer, Director of Counseling and Support Services, Director of Student Life, a Faculty Member and the Director of DSPS.

If approved, the student will receive a “W”. “W” does not calculate in the GPA, but shall be used in determining probation and dismissal. This includes registration and financial aid satisfactory progress.

Student will receive a written notification of the decision.

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.