



LONG BEACH
CITY COLLEGE

ADMISSIONS AND RECORDS

APPEAL FOR EXCUSED WITHDRAWAL

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to admissions@lbcc.edu.

This form is specifically for students who appeal for an EXCUSED WITHDRAWAL (EW), students who withdraw from classes due to reasons beyond their control. Student must describe in detail and attach supporting documents. This form can only be turned in for courses from Winter 2018 semester onwards.

Please check this box if the rationale for this Excused Withdrawal request is COVID-19 related (Does not require documentation).

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAWAL (EW) ► Attach typed explanation & supporting documentation:

In accordance with Title 5, Section 55024(c), excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative. An 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:

- Accident, illnesses, or other circumstances beyond the control of the student.

DOCUMENTATION ► May include but is not limited to: an official note from your doctor stating the student is currently unable to complete the work due to illness or surgery where the student must stay in-hospital, employment verification of a new job, a booking report, police report of an accident or any other documentation that proves the student's completion of a course is impractical.

STUDENT INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: _____ STUDENT ID#: _____
EMAIL: _____ PHONE: _____

EX: TERM: FALL WINTER SPRING SUMMER YEAR: 2019 CLASS NUMBER: 30310 COURSE TITLE: COMM 10

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OFFICE USE ONLY

APPROVED
 DENIED

REASON ► _____

DATE RECEIVED: _____ STAFF INITIALS: _____