



LONG BEACH
CITY COLLEGE

ADMISSIONS AND RECORDS

EXCUSED WITHDRAWAL REQUEST

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 used to excuse withdrawal during the term in which the course(s) are in session, or any time thereafter. This form can only be turned in for courses from Winter 2018 semester onwards.

ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAWAL (EW) ►

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:

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

NOTE ► An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. For Financial Aid purposes, EWs are not considered to be successfully completed courses which could affect financial aid eligibility. If applicable, consult with Financial Aid Office. It is also recommended to meet with a college representative to discuss available college support services that may mitigate the extenuating circumstances and prevent withdrawal. Once an EW is processed for a class, the student cannot be reinstated into that class.

***International Students must request authorization for an EW from their International Academic Counselor.

STUDENT INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: ___ STUDENT ID#: _____

EMAIL: _____ PHONE: _____

Have you applied for or been granted a certificate/degree at LBCC? Yes No

Excused Withdrawal Reason:

ACCIDENTS ILLNESSES OTHER: _____

Term and Year	Class Number	Course Title

STUDENT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

APPROVED DENIED Reason: _____

DATE RECEIVED: _____

STAFF INITIALS: _____