



APPEAL FOR EXCUSED WITHDRAWAL

ADMISSIONS AND RECORDS

Appeals submitted for classes taken from Spring 2020-Spring 2022 do not require documentation due to the COVID-19 Pandemic. All other semesters require documentation as outlined below. 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. Documentation required (typed explanation and supporting documents that aid your explanation.) 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.

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

In accordance with Title 5, Section 55024(e), the district adopted an EW procedure based upon verifiable documentation supporting the request. 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:

- Chronic or acute illness of the student or illness in the family where the student is the primary caretaker
- Death of an immediate family member (parents and/or siblings)
- An incarcerated student in a California State Prison or County Jail is released from custody involuntarily transferred before the end of the term ◦ *In the case of an incarcerated student, an excused withdrawal cannot be applied if failure to complete the course(s) was the result of the student's behavioral violation or if the student requested and was granted a mid-semester transfer)*
- Job transfer outside the geographical region
- Student is the subject of an immigration action
- Verifiable accidents or natural disasters directly affecting the student

VERIFIABLE 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: 70310 COURSE TITLE: COMM 10

TERM: FALL WINTER SPRING SUMMER YEAR: _____
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CLASSNUMBER: _____ COURSETITLE: _____
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OFFICEUSE ONLY

APPROVED

DENIED

REASON ► _____

DATE RECEIVED: _____

STAFF INITIALS: _____