

Petition for Administrative/Medical Withdrawal

An Administrative Withdrawal is an option available for a student experiencing extenuating circumstances beyond the student's personal control, including but not limited to:

- Medical issue such as illness and/or hospitalization
- Death in the family
- Significant extenuating circumstances impacting academics

A request should be made as soon as possible, but no later than five years after the term in question. Specific results are not guaranteed and the overall process may take up to 30 calendar days to complete. If approved, the withdrawal will apply to **all** courses for that term and may impact financial aid.

Instructions:

1. Students must complete and sign this form to request an Administrative Withdrawal.
2. Submit this form to the Records Office with any supporting documentation.
3. Note: For a Medical Withdrawal, documentation may include a letter from your medical provider. The letter should be on their official letterhead and only include the date of onset of the condition, any date(s) of medical care, and how it prevents/prevented the completion of your classes.

Note: After the request is received, the Records Office will verify with the professors regarding the last date of attendance for each registered class in the term. Students will be notified of the outcome to their La Sierra email. Please provide other email, if preferred: _____

Student Information		
Last Name	First Name	La Sierra ID #
Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Note: Withdrawal may impact international status.		Note: Withdrawal may impact VA benefits.
Are you using Veteran Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Term Information		
Term	Year	Last Date of Attendance

Note: Term in question must be within the last 5 years.

Reason for the Administrative Withdrawal Request
Please state the reason for the request and include exact dates if available. *Supporting documentation is attached <input type="checkbox"/> Yes

Student Signature

Date