



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. Specific results are not guaranteed and the overall process may take up to 30 calendar days to complete. If approved, the withdrawal will affect all courses for the term and may impact financial aid.

**Instructions:**

Students must submit this form to the Records Office with any supporting documentation.

Note: For a Medical Withdrawal, 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 #		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">           Are you an International Student?      † Yes † No         </td> <td style="width: 50%;">           Are you using Veteran Benefits?      † Yes † No         </td> </tr> </table>			Are you an International Student?      † Yes † No	Are you using Veteran Benefits?      † Yes † No
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Note: Withdrawal may impact interterm. Note: Term in question must be within the last

Reason for the Administrative Withdrawal Request
Please state the reason for the request and include exact dates if available. * Supporting documentation is attached      † Yes

Student Signature

Date