

## MEDICAL LEAVE WITHDRAWAL FORM

### INSTRUCTIONS

1. Complete the student information section. A response will be sent to the address provided.
2. Complete the semester/term information and include your last date of class attendance.
3. Write and attach a short personal statement to explain and include the following:
  - a. The extenuating circumstance;
  - b. How this appears on your academic record? (W grades, F, no record, etc.);
  - c. Documentation of the medical circumstance, medical care, and/or hospitalization.
4. If you have received financial aid, contact the Director of Financial Aid to discuss the implications of this request.
- 5.