Students who become seriously ill during a semester may be eligible for a medical withdrawal.

- Weeks 1 - 8: full tuition refund, “W” grades
- Weeks 9 - 11: no refund, “W” grades
- Weeks 12 - 15: no refund, “W” grades or “RD” (report delayed) grades.

Students are encouraged to request “RD” extensions in all their classes. Undergraduates, contact the Office of the Vice Provost for Academic Administration. Grad students, contact the Dean’s office of your grad school.

Official medical documentation must be provided by the attending licensed medical doctor or psychiatrist indicating that the student’s health does not allow them to continue their studies. Typically this is an unexpected hospitalization. This may include an immediate family member’s medical emergency directly affecting a student’s ability to continue in classes. Medical withdrawals are usually granted on an all-or-nothing basis; partial medical withdrawals are not allowed.

Medical Withdrawal Procedures

Student requests a medical withdrawal from the Office of the Registrar and submits:

1. A completed Departure Form.

2. A letter from a licensed medical doctor or psychiatrist on official office letterhead (should be submitted within 2 weeks of departure). This letter must verify that you are unable to continue your studies for health reasons.

Submit Departure Form and doctor’s letter to: Biola University, Office of the Registrar
13800 Biola Ave.
La Mirada, CA  90639
Fax: (562) 903-4896
Email: registrar@biola.edu

The Departure Form and doctor’s letter will be reviewed by the Office of the Registrar. Students should contact Financial Aid and Accounting for information on the ramifications of a medical withdrawal. Failure to submit valid medical documentation within 2 weeks of departure will result in departure being processed as a regular withdrawal.

When a student is ready to readmit, a letter from the attending licensed medical doctor or psychiatrist must be submitted verifying that the student’s health has improved sufficiently to return to academic studies.