

## Petition for Late Withdrawal – Undergraduate

### Due to Personal/Family Emergency, Medical Reasons or Military/Occupational Relocation

Petitions due to other circumstances must be submitted on the General Undergraduate Petition Form

The sole purpose for this petition is to request withdrawal from a class or classes past the withdrawal deadline, or past the end of the 10<sup>th</sup> week of the semester. This petition does not alter or waive a student's responsibility from paying tuition and other fees. This petition must be approved in accordance with university policy to relieve the student from responsibility for completing the course(s) for which the withdrawal is requested. Students who stop attending courses without officially withdrawing and without an approved late withdrawal, may receive a grade of "FW" (Failure to Withdraw), which is equivalent to an "F" grade in the computation of the Chapman University GPA. An "FW" grade may place the student in academic jeopardy, or cause financial aid recipients to lose some, or all of their assistance.

### INSTRUCTIONS

1. Attach a typed sheet explaining the circumstances related to your withdrawal.
2. Attach supporting documentation, required at the time of this petition's submission.
3. Submit the petition and documentation to the Dean of Students Office (Argyros Forum, Room 101 or [dos@chapman.edu](mailto:dos@chapman.edu)).
4. Before submitting this form, confirm that your petition is due to Personal/Family Emergency, Medical Reasons or Military/Occupational Relocation. If your petition does not fit under one of these categories, you must submit your petition on the [General Undergraduate Petition Form](#).

Student Name \_\_\_\_\_ Chapman ID#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Chapman E-mail: \_\_\_\_\_

Term & Year of Withdrawal: \_\_\_\_\_

I am an international student and require an F-1 or J-1 visa.

**International Students** - International students who require an F-1 or J-1 visa for academic study should be aware that all documentation related to this petition will be shared with the Office of International Student Services to ensure proper advising to stay compliant with federal US immigration regulations.

### REASON FOR LATE WITHDRAWAL

Personal/Family Emergency     Medical     Military Duty     Occupational Relocation

### LIST CLASSES FROM WHICH YOU WISH TO WITHDRAW

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Dept & Course #: \_\_\_\_\_

Please return completed Petition for Late Withdrawal form along with required documentation to Argyros Forum 101 Vice President for Student Affairs & Dean of Students Office or [dos@chapman.edu](mailto:dos@chapman.edu).

## Petition for Late Withdrawal – Undergraduate cont.

By signing this form, I acknowledge that I understand that:

- Current Class Attendance** - If a student's request is for the current semester, the student should continue attending class (if in a position to do so) until a decision has been made. If the student discontinues attending class and this petition is not approved, they may risk negative grade consequences, in accordance with attendance, missed coursework, and final examination regulations, etc.
- Grades** - If a petition is granted, the student will receive W's for course grades instead of letter grades. University policy states that you cannot petition to have W's removed from a transcript.
- Tuition and Fees** - If a petition is granted, this will not reverse/adjust the tuition and fees incurred. Please review the Tuition Withdrawal policy located in your student center and or by visiting [www.chapman.edu/TuitionWithdrawal](http://www.chapman.edu/TuitionWithdrawal). Please note this does not waive a student's responsibility from paying tuition and other fees. For future semesters, we highly recommend signing up for a tuition protection plan.
- Financial Aid** - Students receiving financial aid are required to complete 24 credit units per academic year. Please contact the Office of Financial Aid to determine the implications of a petition for late withdrawal on financial aid eligibility. For information on satisfactory academic progress, visit <https://www.chapman.edu/students/tuition-and-aid/financial-aid/undergraduate/satisfactory-academic-progress.aspx>.
- Veteran Students** - Veteran students/dependents of veterans who are receiving veterans benefits should consult the Director of Veteran Affairs located in the Veterans Resource Center at 526 N. Shaffer, as withdrawal from courses (even one course) may affect eligibility for benefits.

**Your petition will not be considered until your personal statement and supporting documentation have been received.**

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

DEAN'S OFFICE

Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved    Denied   Dean Signature & Date: \_\_\_\_\_

Date Petition received in Registrar's Office: \_\_\_\_\_

Please return completed Petition for Late Withdrawal form along with required documentation to Argyros Forum 101 Vice President for Student Affairs & Dean of Students Office or [dos@chapman.edu](mailto:dos@chapman.edu).