

Late Withdrawals for Medical Reasons or Personal/Family Emergency

Students are permitted to withdraw from classes through the tenth week of the semester (or as designated on the academic calendar for interterm and summer courses). After the tenth week, students are required to submit a petition for late withdrawal. Late withdrawals for medical reasons or personal or family emergency, are reviewed through the Dean of Students Office. Students may submit a general petition to the registrar if they are petitioning for late withdrawal for other reasons; these petitions are reviewed by the Undergraduate Student Standards Committee. For the purposes of this policy, all late withdrawal petitions discussed herein refer to petitions for late withdrawal for medical reasons or personal or family emergency reviewed through the Dean of Students Office. Please see the undergraduate catalog for additional information about other types of petitions for late withdrawal from courses.

Please note that petition requests are not automatically granted. Since the regular withdrawal period is generous, late withdrawals may only be submitted for compelling and substantial circumstances that were not foreseeable by the student during the regular withdrawal period. Late withdrawals are typically granted for serious medical conditions (including psychological conditions) or significant family or personal emergencies. Even severe difficulties beyond the student's control may not be grounds for a late withdrawal unless the circumstances could not have reasonably been foreseen and handled through the normal processes before the final withdrawal deadline. If the student knew of the difficulties before the drop date and decided to stay in classes anyway, then the late withdraw policies are not designed to reverse this choice.

Since these circumstances need to be shown to be the reason why a student did not pass the class, the student should typically be able to demonstrate that they were attending regularly and making good academic progress in classes until the intervening event occurred. Additionally, the student should be able to show that the intervening circumstances took place after the withdrawal deadline.

Late withdrawal petitions must be submitted no later than six months after the end of the semester from which the student is requesting a late withdrawal. Typically, students may not petition for late withdrawal from more than one semester during their enrollment at Chapman. There may be some exception to this depending on the specific circumstances; however, these exceptions are very rare. If a petition is granted, the student will receive W's for course grades instead of a letter grade; **a late withdrawal for medical reasons or personal or family emergency does not refund tuition fees.**

Required documents for petitions for late withdrawal

Late withdrawal petition forms may be accessed through the Policy and Procedures website (www.chapman.edu/DOSLateWithdrawal) or hard copies are available in the Dean of Students Office and Registrar's Office.

To petition for late withdrawal, students should submit the following documents:

- Completed petition form including correct course numbers (this information is accessible at my.chapman.edu)
- A letter of petition stating the reasons a late withdrawal is needed
 - The following are not acceptable reasons for submitting a petition for late withdrawal
 - A desire to avoid a low grade
 - Failure to properly drop a course in my.chapman.edu

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- Third-party, independent documentation is mandatory and must verify the student's reasons for late withdrawal
 - Letters from parents are not sufficient in themselves as third party documentation for petitions for late withdrawal.
 - Typically, late withdrawals are for all courses in a given semester. If a student is petitioning to withdraw from some classes, but not all, the student will need to explain the specific reasons that he/she was not able to complete some courses but was able to complete others.
 - For late withdrawals for medical reasons, documentation from a doctor or therapist must be submitted and must include:
 - The date of onset of illness or condition
 - The dates the student was under professional care
 - The general nature of the student's medical condition and why/how it prevented the student from completing course requirements
 - The last date the student was able to attend class
 - The documentation must be typed on the health care provider's letterhead stationery
 - A statement that the health care provider is not a family member or close family friend and is the treating physician/therapist for the student.
 - Note: A short handwritten message on a prescription slip will likely not be sufficient documentation.
 - For late withdrawals for family or personal emergencies, depending on the totality of circumstances, the following documentation **may** be acceptable:
 - Documentation from close family member's hospital or treating physician
 - Travel documents such as airline tickets, gas station receipts, etc. Please note that additional documentation will be required, but travel documents may be submitted in support of a petition.
 - Accident reports or other official documentation of extenuating circumstances.
 - Court documents or a letter from an attorney for emergencies of a legal nature.
 - For the death of a close family member, a copy of the death certificate, funeral program, obituary notice, or other documentation of the family member's death.
 - Any documentation not in the English language must include a translation of the original document into English before the petition forms may be submitted.
 - Strong recommendations from faculty/instructors will be considered, but these communications cannot serve as the only provided documentation.

Petition Review Process

- Submit completed petition documentation to the Dean of Students Office in Argyros Forum 101.
- Late withdrawal petitions will take approximately one to two weeks to review. The student will be notified by mail or e-mail of the outcome of his/her petition for late withdrawal.

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Important considerations about the late withdrawal petitions

- **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.
- **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. Please note this does not waive a student's responsibility from paying tuition and other fees.
- **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.
- **International Students** - If the student is an international student with F1/J1 visa, the student should immediately consult with International Student Services regarding the petition as it may affect their visa status.
- **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.