Students can petition for late withdrawal from a course for medical/psychological reasons, military service or for a family emergency. You will need to complete a Petition for Late Withdrawal form and attach a letter discussing the circumstances that necessitate your request. If you are withdrawing for medical/psychological reasons, you will also need to submit documentation from your health care provider or licensed therapist that includes the following:

- the date of onset of illness/condition
- the dates you were under professional care
- the general nature of the your medical/psychological condition and why/how it prevented you from completing your course work
- whether the condition is chronic or acute
- the last date you were able to attend class

The documentation must be typed on the health care provider/therapist’s letterhead stationery.

Once you have completed the petition and your statement and you have secured the documentation from your health care provider/therapist, contact the Dean of Students Office at 714.997.6721 to schedule an appointment with the Associate Dean of Students. The Associate Dean will review the material and make a determination regarding the outcome of your petition. The petition form can be downloaded at the following link:

http://www.chapman.edu/RegOffice/OC/forms.asp

DEWAR Tuition refund plan:
It is strongly recommended that, if you have to withdrawal from classes, that you purchase tuition insurance for subsequent semester(s). This will protect your investment should difficult circumstances arise again in the future. For more information regarding tuition insurance, please use the following link:

http://www.chapman.edu/sbs/tuition/dewar.asp