

## Petition for Late Withdrawal

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

### **Petitions due to other circumstances must be submitted on the 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, will 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).
4. Before submitting this form, confirm that your petition is due to 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 Undergraduate Petition Form.

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

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

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

### **REASON FOR LATE WITHDRAWAL**

Family Emergency       Medical Withdrawal       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 #: \_\_\_\_\_

## Petition for Late Withdrawal 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.
- 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.
- 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 and Scholar 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.

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

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

(mm/dd/yy)

OFFICE USE ONLY

DEAN'S OFFICE

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

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

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