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 withdrawals 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 withdrawal 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 he or she was 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 Registrar’s website (http://www.chapman.edu/students/academic-resources/registrar_/files/forms/LateWithdrawalPet.pdf) or hard copies are available in the Dean of Students Office. To petition for late withdrawal, students should submit the following documents:

- Completed petition form including correct course numbers (this information is accessible in a student’s web advisor account)
- 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 web-advisor
- Third-party, independent documentation is mandatory and must verify the student’s reasons for late withdrawal

Please return Late Withdrawal form to Argyros 101 Vice Chancellor for Student Affairs & Dean of Students Office

(714)397-6721  Fax: (714)332-6009
Late Withdrawals cont.

- 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

- Completed petition documentation should be submitted 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.

Important considerations about the late withdrawal petitions

- If a student’s request is for the current semester, the student should continue attending class until a decision has been made. If the student discontinues attending class and is not withdrawn, he/she may risk negative grade consequences, in accordance with attendance and final examination regulations.
Late Withdrawals cont.

- If the student is an international student with F1/J1 visa, the student should immediately consult with International Student Services regarding his/her petition as it may affect his/her visa status.
- 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.
- Students who are receiving veterans benefits should consult the VA Certifying Officer located in the Bhathal Student Services Building, Office of the University Registrar as withdrawal from courses (even one course) may affect eligibility for benefits.
- Students who petition for late withdrawal are strongly encouraged to purchase Dewars tuition insurance for future semesters of enrollment to protect their financial investment. More information about tuition insurance is available at http://www.tuitionrefundplan.com.