

This petition is solely for requesting withdrawal from a class or classes after the withdrawal deadline (10th 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 without an approved late withdrawal may receive an "FW" (Failure to Withdraw), equivalent to an "F," which may affect academic standing and financial aid. Late withdrawal is not intended to reverse a choice to remain in class despite known difficulties before the deadline unless the situation demonstrably prohibited the student from withdrawing. Students must demonstrate regular attendance and satisfactory progress until an intervening event occurs after the withdrawal deadline. Additionally, the student should be able to show that the intervening circumstances took place after the withdrawal deadline.

### INSTRUCTIONS

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

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Chapman Email: \_\_\_\_\_

### REASON FOR LATE WITHDRAWAL

☐ Personal/Family Emergency   ☐ Medical   ☐ Military Duty   ☐ Occupational Relocation

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

Dept. & Course #	Date of Last Attendance*	Dept. & Course #	Date of Last Attendance*

\* If you are withdrawing from one or more courses, but not all your courses, please indicate the last date you attended each course you are seeking a withdrawal from next to the course above.

If you are withdrawing from all your courses, please indicate the last date you attended class or participated in any academic-related activity on campus: \_\_\_\_\_

If you have questions about the late withdrawal petition process, please contact us at [dos@chapman.edu](mailto:dos@chapman.edu) or 714-997-6721.

**INTERNATIONAL STUDENTS**

☐ **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.

**ACKNOWLEDGEMENTS**

By signing this form, I acknowledge that I understand:

☐ **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>.

☐ **VA Students** - Veteran students/dependents of veterans who are utilizing Veterans Affairs benefits (Ch 31 VRE, Ch 33 Post 9/11, Ch 1606, Ch 35 DEA or Fry Scholarship) should consult the Director of the Veteran Resource Center prior to submitting this petition as withdrawal from courses (even one course) may affect eligibility for benefits. You can contact them at [veterans@chapman.edu](mailto:veterans@chapman.edu) or at 714-516-5776. You can also set up an [appointment](#) to meet either virtually or in-person.

**Your petition cannot be considered until your personal statement and supporting documentation have been received. Please submit to [dos@chapman.edu](mailto:dos@chapman.edu) or to Argyros Forum 101.**

Student Signature: \_\_\_\_\_

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

Office Use Only

Comments:

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☐ Approved    ☐ Denied

Dean's Signature & Date: \_\_\_\_\_

Date Received in Registrar's Office: \_\_\_\_\_

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