



## College of Communication

### Appeal for Course Withdrawal Guidelines

Appeals for course withdrawals are an exception to DePaul University's course withdrawal policy and are granted under documented, extenuating circumstances, beyond the student's control.

If you are seeking an administrative withdrawal based on medical, mental health, work, or personal crises, please contact the Dean of Students Office at 312-362-8066.

The college office will follow strict guidelines for course withdrawal requests and consult with relevant offices if necessary. The following guidelines for course withdrawal requests will be handled by the college office:

- *Academic problems*
- *New incoming student who has registered but fails to attend classes*
- *Computer registration problems*
- *International student visa problems*
- *Financial Aid problems and/or consequences*
  - If your anticipated financial aid fails to arrive, the college office may consult with the Office of Financial Aid to verify and resolve the matter.
  - Repayment to DePaul of any financial aid refund during the quarter, which will result in an open student account balance.
  - Loss of partial or all aid.

#### You must submit the following documentation in order to initiate your withdrawal request:

- ☐ Appeal for Course Withdrawal Application (see page 2).
- ☐ Student narrative that details and explains the reason for this request without exceeding one page. Include the following information in your narrative:
  - Student name and DePaul ID#
  - Specific course(s) name and number
  - Quarter of enrollment and academic year
- ☐ Supporting documentation with the purpose of substantiating your extenuating circumstance.
- ☐ Instructor recommendation—your instructor(s) for each course from which you are asking to be withdrawn **must** provide an email indicating the last day of attendance (if applicable).

<ul style="list-style-type: none"><li>• Application <b>MUST</b> be accompanied by supporting documentation to substantiate your request.</li></ul>	<ul style="list-style-type: none"><li>• Supporting documentation will be treated confidentially.</li></ul>
<ul style="list-style-type: none"><li>• You are financially responsible for the course(s) unless otherwise noted. You are financially responsible for any housing costs incurred regardless of appeal outcome.</li></ul>	<ul style="list-style-type: none"><li>• You are responsible for considering any insurance issues that may arise from your choice to withdraw from classes. Please contact your insurer for the specifics regarding your policy regulations.</li></ul>
<ul style="list-style-type: none"><li>• Submitting this request does <b>not</b> guarantee late withdrawal.</li></ul>	<ul style="list-style-type: none"><li>• Decision sent via E-mail after ruling.</li></ul>
<ul style="list-style-type: none"><li>• You are academically responsible for the course(s) if your application is denied.</li></ul>	

If you have any questions or concerns, please contact your academic advisor.

Thank you,

College of Communication  
DePaul University  
14 E. Jackson Blvd Suite 1800  
Chicago, IL 60604  
Office: (312) 362-8600  
Fax: (312) 362-8620

8/17/2016



# DEPAUL UNIVERSITY

## College of Communication Appeal for Course Withdrawal

### POLICIES:

- Students are expected to exhaust all academic options with faculty prior to this request.
- **ALL** necessary documents (see page 1) must be turned in no later than 90 days from the last day of the respective term
  - CMN follows the Dean of Students' 90 day deadline: <http://offices.depaul.edu/student-affairs/support-services/academic/Pages/late-withdrawal-process.aspx>
- Approved late withdrawals will be recorded as 'WA' on official transcripts.
- Any potential tuition credit received is applied only toward tuition. If you have an outstanding tuition balance, the credit will be applied to the balance or can be applied to the next course in which you enroll (within one calendar year).
- Please note that if your enrollment after withdrawal is within the 12-18 credit hour tuition package, no tuition credit will be issued.
- A student may only appeal for a late withdrawal **once** during their academic career.
- Late withdrawals will only be considered under exceptionally extreme, documented circumstances **beyond** a student's control.
- Note: Non-academic consequences may apply. For example: financial aid implications, ineligibility of health insurance and housing, etc. Please contact DePaul Central at 312-362-8610 or visit SAC 101.

Instructions: Please print all the information requested clearly and submit in person or email to [CMNadvising@depaul.edu](mailto:CMNadvising@depaul.edu)

Student's Last Name:	Student's First Name:	DePaul ID#:	
Address:	City:	State:	Zip:
Home Telephone:	Mobile Telephone:	E-mail Address:	
College:	Major:	Year:	

Total Credit Hours Currently Scheduled:	Last Date Attended Classes:

### Course Information

Course Title	Course Number and Section	Five Digit Course Number	Term and Academic Year

### Nature of Request:

I never attended the course and am appealing for a 100% refund.

☐ Yes ☐ No

I attended the course only within the regular drop deadline and then withdrew in Campus Connect. I am submitting this appeal *within* the same quarter that I withdrew from the course. I am appealing for a 100% tuition credit.

☐ Yes ☐ No

I attended the course only within the regular drop deadline and then withdrew in Campus Connect. I am submitting this appeal *after* the last day of the quarter that I withdrew from the course. I am appealing for a 50% tuition credit.

☐ Yes ☐ No

I am appealing only for a late withdrawal with no tuition credit.

☐ Yes ☐ No

8/17/2016

### International Student Information:

☐ I AM an international student ☐ I AM NOT an international student

If you are an international student, you must first contact the International Student Office (DePaul Center 1465) before your request will be reviewed.

### Financial Aid Information:

☐ I DO receive Financial Aid ☐ I DO NOT receive Financial Aid

### Housing Status:

☐ On-campus ☐ Off-campus

#### **Required Checklist (please initial in space provided):**

- \_\_\_\_\_ I completed the Appeal for Course Withdrawal Application (page 2).
- \_\_\_\_\_ I attached narrative that details the reason for my request. I explained my reason without exceeding one-page typed, double-spaced. I included names of faculty and/or staff with whom I discussed my situation and the nature of my interaction with them.
- \_\_\_\_\_ I attached supporting documentation to substantiate the exceptional circumstance.
- \_\_\_\_\_ I included instructor recommendations. Instructor(s) must provide a written and signed recommendation or email to [CMNAdvising@depaul.edu](mailto:CMNAdvising@depaul.edu) for each course requested to be withdrawn.
- \_\_\_\_\_ I contacted DePaul Central to learn about possible financial aid, tuition, and insurance billing implications. If I live on-campus, I have followed up with Department of Student Housing.
- \_\_\_\_\_ I contacted the International Student Office in DePaul Center 1465 (international students only).
- \_\_\_\_\_ I attached all documents together. Appeal will not be accepted without ALL documents.

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

#### **For Office Use Only**

Request denied: \_\_\_\_ Request approved: \_\_\_\_ Effective date: \_\_\_\_\_

Forwarded to Dean of Students Office: ☐ Yes ☐ No Date: \_\_\_\_\_

Forwarded to Student Records: ☐ Yes ☐ No

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_