

Administrative Course Withdrawal Application College of Science and Health (CSH) students only

POLICIES:

- CSH students are expected to exhaust all academic options with faculty prior to this request.
- To avoid an automatic denial of your request, ALL necessary documents must be submitted to the Office of Advising and Student Services according to the following deadlines related to the quarter's course(s) in question:
 - Autumn Quarter: Last day of the last final exam of the subsequent winter quarter.
 - Winter Quarter: Last day of the last final exam of the subsequent spring quarter.
 - Spring Quarter: The end of the second week of the subsequent autumn quarter.
 - Summer Terms: Last day of the last final exam of the subsequent autumn quarter.
 - These deadlines match the Dean of Students' deadlines posted here: <u>http://studentaffairs.depaul.edu/dos/forms.html</u>
- An approved Administrative Withdrawal will be recorded as 'WA' on official transcripts.
- An approved record correction will be applied and the course removed from a student's record in cases where instructors verify a student never participated
- CSH students may only have **ONE** successful appeal to the Office of Advising and Student Services during their academic career. Please note that the CSH cannot offer any tuition adjustments. If your request is approved and you wish to request a tuition adjustment, please email <u>OFA</u> AdmWdrl@depaul.edu
- Note: Non-academic consequences may apply. For example: financial aid implications, ineligibility for student health insurance and housing, etc. Please contact DePaul Central at 312-362-8610, <u>OFA_AdmWdrl@depaul.edu</u> or SAC 101 to learn more.

INSTRUCTIONS:

Please neatly print or type all of the information requested and submit it via email to <u>CSHAdvising@depaul.edu</u>. DO NOT mail this form. If documentation is incomplete or insufficient, your request will automatically be **denied**.

Direct questions about your submission to CSHAdvising@depaul.edu.

Student's Last Name:	Student's First Name:	DePaul ID#:
Major:	DePaul Email Address:	Alternate Email Address:

Please indicate your CSH student status: O Undergraduate/non-degree O Graduate/non-degree grad

Please indicate appropriate term:	O Autumn Qtr	O Winter Qtr	O Spring Qtr
	O Summer I	O Summer II	

Year	(Required, i.e.	2021)
------	-----------------	-------

Please indicate if you are an international student? O Yes O No

Course Information:

Department CHE)	Catalog Number (i.e. 191)	Section Number (i.e. 701)	Last date of participation/ Write 'never attended' if you never participated in the course.

Financial Aid Information:

 $O \ \mbox{I} \ \textbf{DO}$ receive Financial Aid

O I **DO NOT** receive Financial Aid

Housing Status:

O On-campus

 $O \; {\rm Off\text{-}campus}$

Professor Interaction:

O I have attached my instructor's verification of my participation.

Required Checklist (please initial in space provided). Application will automatically be denied without your initials and dated signature:

 I read and completed the Application for Administrative Withdrawal (this form).
 I attached a maximum one-page, double-spaced, typed (handwritten will not be accepted) narrative that details the reason for my request. I included names of faculty and/or staff with whom I discussed my situation and the nature of my interaction with them.
 I attached instructor's verification from their email account of my last date of participation in their class. Please note: Instructor's verification of your last date of participation does NOT guarantee that your request will be approved.
 I contacted DePaul Central and my student health insurance provider to learn about possible financial aid, tuition, and insurance billing implications.
 If I live on-campus, I have followed up with the Department of Housing Services about possible implications.
 I understand that approval of this request does not guarantee any tuition refund or credit. Questions about tuition may be directed to <u>OFA_AdmWdrl@depaul.edu</u> .
 I contacted my International Student and Scholar Services advisor to talk about how this request may impact by student visa. (For international students only)
 I attached all documents together. I understand that this appeal will be automatically denied without ALL required documentation, my initials in the left margin, and my dated signature below.
 I understand that I may only have ONE successful appeal for an administrative withdrawal to the College of Science and Health during an academic career.
 I understand that submitting this appeal does NOT guarantee that my withdrawal request will be approved. If the appeal is approved.
 I understand that the withdrawal will appear on my official transcripts as a WA.