Q: How do I receive a late withdrawal?
A: If you require a late withdrawal due to a medical or personal crisis, you must complete the late withdrawal appeal form, which is processed by the Dean of Students (DOS) Office. The late withdrawal appeal form is available at either DOS Office location or on our website at http://offices.depaul.edu/student-affairs/support-services/academic/Pages/late-withdrawal-process.aspx. You will need to complete the form and submit it to one of the DOS offices or via email with sufficient documentation to substantiate the narrative. Decision-making for late withdrawals will be made on a case-by-case basis in accordance with University policy.

If you require a late withdrawal for administrative reasons, contact your college office. Late withdrawals processed through the college offices are handled on a case-by-case basis.

Q: Do I need faculty permission to get a DOS late withdrawal?
A: No, the Dean of Students Office will notify your professors of a late withdrawal appeal, but the faculty member’s permission is not required for approval.

Q: How does a late withdrawal impact my grade point average?
A: If your late withdrawal appeal is approved, you will receive a grade of “WA” for the courses from which you are being withdrawn. The grade of “WA” is not calculated into your grade point average. However, if you participate in the federal, state, or need-based institutional financial aid programs, you should be aware that all courses with withdrawal grades are considered to be not successfully completed, and have the potential to negatively impact Satisfactory Academic Progress. You are encouraged to contact DePaul Central directly if you have concerns about your Satisfactory Academic Progress, prior to submitting a late withdrawal appeal.

Q: Are there any potential negative financial impacts to receiving a late withdrawal?
A: Possibly. If you received federal or state financial aid, your financial aid eligibility will be evaluated to determine the amount of aid you “earned,” and whether any of the financial aid you received must be returned to the U.S. Department of Education or the State of Illinois. If you can answer “yes” to any of the following questions, your financial aid may be adjusted:

- Have you received federal or state financial aid for the quarter from which you wish to withdraw?
- Are you withdrawing from all your courses for the quarter?
- Was the last day of your attendance prior to the 60% point in the quarter?

An administrative withdrawal credit may assist you in minimizing the impact of returning financial aid funds. If you have further questions about the financial impact, please feel free to contact DePaul Central directly for guidance.
Q: What is an administrative withdrawal credit?
A: If you are approved for a late withdrawal by DOS Office, the Office of Student Accounts will be notified and will calculate an administrative withdrawal credit based on 50% of the tuition associated with the courses for the term from which you are seeking a late withdrawal. This credit will first be applied to any tuition balance due for the term from which you are withdrawing, and then can be used for future tuition credit.

You will not receive any refund from the late withdrawal process. Administrative withdrawal credits can only be applied to tuition charges; they cannot be used toward housing or other fees.

If you have a past-due tuition balance from a prior term, the Office of Student Accounts will make any decision to use the administrative withdrawal credit toward your prior-term balance on a case-by-case basis. If you will still have a remaining balance after application of the administrative withdrawal credit, you should contact the Office of Student Accounts to resolve your remaining balance.

Q: How soon must I use an administrative withdrawal credit?
A: You must use an administrative withdrawal credit for a future term within one calendar year of the quarter in which the paperwork is processed. Once a calendar year has passed, the administrative withdrawal credit will expire, even if you are registered for a future term. For example, if you are administratively withdrawn during the autumn quarter, the credit must be used by the following autumn quarter.

Q: What if I never attended/participated?
A: If you never attended class or participated in an online class, your tuition charges and all financial aid credits will be removed from your account. Faculty members will be contacted to confirm that you never attended or participated.

Q: Do I need to document my last date of attendance/participation?
A: Yes. If you are withdrawing from the current quarter, you must provide your last date of attendance/participation. If you are submitting a late withdrawal appeal for a previous term, the last date of participation or attendance will be assumed to be the last day of that quarter unless there are extenuating circumstances.

Q: Does this process impact the college offices’ administrative withdrawal process?
A: No. The college offices’ administrative withdrawal process is managed separately, in the event you need to be withdrawn for administrative reasons.

Q: Can I apply for more than one late withdrawal or a withdrawal past the designated deadline?
A: Per policy, you may be allowed one medical/personal late withdrawal and one administrative withdrawal through the college offices, each for one or more courses in a single quarter, during your academic career. However, exceptions may be made to this policy as required by law or as
You may submit paperwork for additional late withdrawals, and the DOS Office staff will work with the Office of Academic Affairs on these subsequent requests. Each subsequent request is managed on a case-by-case basis.

Q: I receive Veterans Affairs (VA) Education Benefits at DePaul. Is the administrative withdrawal credit processed in the same way?  
A: No. If you receive VA benefits and are seeking a late withdrawal, you should contact DePaul’s VA Coordinator, Megan Burda, at 312-362-8092 to determine the financial impact of a late withdrawal prior to submitting a late withdrawal appeal.