Q: How do I receive an administrative withdrawal?
A: If you require an administrative withdrawal due to an unforeseen medical, mental health or personal crisis, you must complete the administrative withdrawal appeal form, which is processed by the Dean of Students (DOS) Office. Students are expected to exhaust all of their options with their faculty prior to filing for an administrative withdrawal.

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

Q: Do I need faculty permission to get a DOS administrative withdrawal?
A: No, the faculty member’s permission is not required for approval.

Q: How does an administrative withdrawal impact my grade point average?
A: If your administrative withdrawal appeal is approved, you will receive a grade of “WA” for the courses from which you are being withdrawn.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 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 an administrative withdrawal appeal.

Q: Are there any potential negative financial impacts to receiving an administrative withdrawal?
A: Possibly.

- If you ceased participation/attendance entirely (meaning you did not complete any courses in the term) and 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?
For more information, please see Return of Title IV Aid in financial aid website.

All withdrawal grades affect Satisfactory Academic Progress (see question 4, above) and may affect your time to degree and overall cost of attendance. Please see Withdrawal From Classes in the financial aid website for more information on the effects of withdrawals.

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: How will I be informed if my administrative withdrawal request is approved?**

**A:** Once you have submitted your administrative withdrawal request please allow approximately 3-4 weeks for your application to be reviewed. You will be contacted directly if any information is missing or if the administrative withdrawal review committee has any questions about your request, therefore it is important to make sure your contact information is up to date. If your application is approved you will receive an email from the Dean of Students Office informing you of the decision and to allow up to four weeks for your record to be updated in Campus Connect. If your request was denied you will receive an email with additional information as to why the request was denied. Typical reasons that a request would be denied are:

1) You have made multiple requests and are allowed only one from this office.

2) You received a grade of D or higher in the course(s) and are not eligible.

3) You did not petition within the eligible time period.

**Q: What is an administrative withdrawal credit?**

**A:** If you are approved for an administrative 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 an administrative 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 administrative 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.
Please note that you will not receive a tuition credit if you are an employee, dependent of a University employee or participate in the tuition exchange program.

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: When will the administrative withdrawal credit be applied to my account?
A: The credit is applied to a student’s account only after the drop/add deadline. Please refer to the University academic calendar for specific deadlines for each quarter.

Q: What if I am withdrawing from DePaul and I am not returning to the University? Can I be issued a refund of the tuition credit?
A: You will not receive any refund from the administrative withdrawal process. Administrative withdrawal credits can only be applied to tuition charges; they cannot be used toward housing or other fees. Not many institutions offer financial credit. Students are given one year to use the credit and ultimately there is no money that can be given from the institution to the student regardless of withdrawal status.

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 still 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 an administrative 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.
Please note that the last date of attendance/participation is crucial for complete withdrawals (meaning all courses from that quarter). Your last day of attendance/participation will be verified with your faculty members.

**Q:** Does the DOS administrative withdrawal process impact the college offices’ administrative withdrawal process?

**A:** No. The college offices’ administrative withdrawal process will still be managed as it is currently, in the event you need to be withdrawn for administrative reasons.

**Q:** Can I apply for more than one administrative withdrawal or a withdrawal past the designated deadline?

**A:** Per policy, an administrative withdrawal credit will be granted only once per student per academic career. However, exceptions may be made to this policy as required by law or as deemed appropriate in consultation with the Associate Provost. You may submit paperwork for additional administrative 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 and approval is not guaranteed.

**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 an administrative withdrawal, you should contact DePaul’s VA Coordinator, Megan Burda, at 312-362-8092 to determine the financial impact of an administrative withdrawal prior to submitting an administrative withdrawal appeal.