Name of Policy: Request for Late Withdrawal

Source: Student Affairs and Academic Affairs

Date Revised: July 2015

Form to Complete: Request for Late Withdrawal Form, see the Dean of Student Affairs to initiate, F-1 International Students should contact the PDSO/DSO to initiate

Policy:

A late withdrawal request may be made based on medical needs (extraordinary cases in which serious illness or injury) or special extenuating circumstances (significant personal situation) prevents a student from continuing classes, and in completes or other arrangements with the instructors are not possible.

A request for a late withdrawal may be submitted after the tenth week of classes. The incident (medical and/or special extenuating circumstance) must have occurred and the request for late withdrawal must be submitted no later than the final class meeting for each respective course of the semester and prior to any final requirements of the course being due, taken, and/or submitted (papers, final exams, etc.). Completion of a request for a late withdrawal (medical and/or special extenuating circumstance) will also afford the student the opportunity to receive a leave of absence from KCAI for a maximum of four semesters.

Usually, consideration is for a complete late withdrawal, but partial late withdrawals may be considered. All applications for late withdrawal require credible documentation. Applications for a partial late withdrawal must be especially well documented to justify the selective nature of the partial late withdrawal.

A student may request and be considered for a late withdrawal based on medical needs when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing classes. This policy covers both physical health and mental health difficulties.

A student may request and be considered for a late withdrawal based on special extenuating circumstances when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child, parent or spouse, or a death in the student's immediate family), prevent the student from continuing in classes.

For F-1 status international students, a consideration for a late withdrawal requesting a reduced course load below full-time enrollment will be based upon documented medical needs only. However, a request for a complete late withdrawal will be considered for medical and/or special extenuating circumstances. Please also refer to the Request for
a Reduced Course Load for F-1 Status International Students for more information. If the F-1 student drops below 12 credit hours at any time without obtaining prior approval and documentation from the Primary Designated School Official (PDSO) or Designated School Official (DSO), as designated by SEVIS, the student’s record will be terminated in SEVIS, and the student will be considered out of status. Upon termination, the student has 15 days to leave the country before being considered in violation his or her F-1 status.

The Dean of Student Affairs reviews late withdrawal requests. The Dean, in consultation with the Vice President for Academic Affairs (VPAA), responsible faculty member(s), and/or Department Chair(s)/Program Head(s), Vice President for Enrollment and Marketing, Business Office, and Financial Aid, either approves or denies the request. If approved, the Dean of Student Affairs determines the approved effective date based on the documentation provided by the student/healthcare provider. The approved effective date is used to calculate the percentage of tuition and fees that should be refunded, if applicable.

The Dean of Student Affairs may request a meeting with the student and/or documentation from the student and/or healthcare provider prior to being readmitted to KCAI. In such circumstances, the Dean of Student Affairs will approve or deny the student’s request to be readmitted based on the meeting and/or documentation.

Late withdrawal applications and supporting documents are retained by KCAI for up to five years.

**Procedure:**

The following procedure applies to students who are unable to continue classes after the tenth week of classes for extraordinary medical or other special extenuating circumstances.

1. The form for late withdrawal and leave of absence may be obtained from either the Dean of Student Affairs, Registrar, or Student Handbook (located online at www.kcai.edu).

2. To request a late withdrawal, the student must submit a Request for Late Withdrawal Form along with appropriate documentation to the Dean of Student Affairs:

   To request a late withdrawal based on medical needs, the required documentation is listed below:
   - The student’s health care provider's statement on letterhead stationery which is submitted in a sealed envelope to the Dean and contains the following:
     - The date of onset of illness.
     - The date student was/is under professional care.
     - A statement that a withdrawal from KCAI is needed at this time.
     - The date of student’s anticipated return to KCAI.
     - The last date student was able to attend class.
To request a late withdrawal based on **special extenuating circumstances**, the student must present a statement on the late withdrawal form. This statement must address the specific situation with documentation.

F-1 Students should consult with the PDSO/DSO prior to requesting withdrawal.

3. Requests for a partial late withdrawal must be especially well documented by the student to justify the selective nature of the request.

4. If a student is receiving financial assistance, the student must meet or consult with the Director of Financial Aid and designee of the Business Office to identify and understand the financial assistance/monetary implications of processing a late withdrawal. The Director of Financial Aid will sign off on the form. The Business Office will also sign off on the form.

5. If a student is receiving veteran benefits, the student must meet with the Director of Financial Aid. The Director of Financial Aid will sign off on the form.

6. The completed form, with appropriate signatures, and attached documentation is submitted by the student to the Dean of Student Affairs for consideration. Final approval or denial of the late withdrawal is at the discretion of the Dean of Student Affairs, in consultation with the Vice President for Academic Affairs, responsible faculty member(s), and/or Department Chair(s)/Program Head(s), Vice President for Enrollment and Marketing, Business Office, and Financial Aid.

7. The Dean of Student Affairs submits the approved or denied request to the Registrar for appropriate action, including notification to the student of approval or denial, withdrawal from courses and notification to responsible faculty member(s), and/or Department Chair(s)/Program Head(s), and other necessary departments (if approved), filing of request and documentation in the student’s file, and completion of leave of absence paperwork.

8. The decision of the Dean of Student Affairs is final.