

Late Drop/Withdraw Request Form

8 Week Terms: AUTM, WIN1, WIN2, SPRG, SUMM
Non-Residential Campuses: Lincoln, Omaha, & Online



To be considered for a withdrawal after the fourth week of the term you must fill out this form and attach or include additional documentation to help the committee make a decision. The withdraw committee meets weekly on Wednesdays. Notification of the decision will be emailed afterwards.

Catalog Policy: If a student withdraws from a course prior to census day, the course will not appear on the students' transcript. If the student withdraws after census day and prior to the fourth week/class meeting, the transcript will indicate a "W" (withdrawal) grade for that course. If the student requests a withdraw after the fourth week/class meeting and is denied by the committee, the transcript will indicate the earned grade for that course.

Withdraw Options: (More information found in the [Catalog](#))

1. Medical/Compassionate – Must include medical documentation from a health care provider.

A medical withdrawal is granted in rare instances where a student is faced with a serious and unexpected condition that completely precludes him/her from being able to function as a student and in which the regular university withdrawal process is not appropriate. A compassionate withdrawal may be granted when a student is faced with extenuating personal circumstances. Letter from provider must describe the diagnosed medical or psychological condition or circumstances, and indicate when treatment commenced. Also explain how the severity of the condition completely prevents the student from attending classes and completing the semester. A medical withdrawal applies to all courses taken during a semester unless specific explanation is provided that describes how the medical reason for the withdrawal affected only specific course(s).

2. Military Transfer/Activation – Must include activation orders or letter from commander.

In the event a student is called to active, state, or federal military duty during the term in which he or she is currently enrolled at Doane, the following options are available to the student:

- Request complete withdrawal from courses in which enrolled. Tuition and fees will be refunded accordingly based on the time in class and the VA Educational Entitlement program (chapter) being used by the student.
- Remain enrolled in courses in order to complete coursework off campus by the end of the term. Students must discuss with and receive approval from all instructors to ensure this is possible.
- Remain enrolled in courses and work with faculty to be assigned Incomplete grades. At least 75% of coursework must be completed in order to be eligible for an Incomplete grade. Students must discuss with and receive approval from all instructors for this option.

3. Crisis – Please include supporting documentation.

A crisis withdrawal is granted in rare instances where a student or immediate family member is faced with a serious and unexpected condition precludes him/her from being able to function as a student and in which the regular university withdrawal process is not appropriate. A crisis withdrawal may be granted because of force majeure causes beyond Doane's reasonable control and occurring without its fault or negligence including, but not limited to, acts of god, fire, war, governmental action, terrorism, epidemic, pandemic, weather, national emergencies, or other threats to the safety of students or staff. A crisis withdrawal applies to all courses taken during a term unless specific explanation is provided that describes how the crisis reason for the withdrawal affected only specific course(s).

Personal Written Statement that addresses each of the following:

- Explain in detail how/why the medical condition/circumstances prevent you from completing the academic term.
- If you have stopped attending classes, explain why and when. (Please note: nonattendance does not exempt you from academic and financial responsibilities.)
- Explain what relief you are seeking from this request. Be as specific as possible.

IMPORTANT Notes:

- **If you have completed 60% or less of the semester, you will be required to return a portion of your federal financial aid, including PELL grants, and loans. This may create a balance due to Doane.**
- Students who are receiving veterans, and/or military benefits and who are considering withdrawing from the University should notify the Director of Veteran/Military Student Services before withdrawing since there may be certification, and/or repayment penalties associated with doing so.
- All outstanding bills and university obligations must be paid in a timely manner to avoid late fees and the collection process.

To be completed by student. Once complete turn into your advisor who will submit to the committee.

Name _____

Date _____

Student ID # _____

Advisor _____

Term _____

Course(s) _____

Please Check Yes or No:

Do you receive Financial Aid? Y N

Do you receive Veteran benefits? Y N

Do you receive employer reimbursement? Y N

Have you discussed this with your advisor? Y N

Medical/Compassionate:

Military/Activation:

Crisis:

Personal written statement: