

# CRISIS or MILITARY | Late Drop/Withdraw Request (LDWR)

Non-Residential Campuses Only



**DOANE**  
UNIVERSITY

**Committee:** Meets weekly on Wednesday. You will be notified via Doane email of the decision.

**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 – See the Medical LDWR Form**

**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 they are 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 them 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 specific circumstances prevent you from completing the academic term.
- If you have stopped attending classes, explain why and when. (Please note: non-attendance 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.
- Information submitted from the student to the committee will be included in your academic record and covered under FERPA.

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*To be completed by student.*

Name \_\_\_\_\_

Date \_\_\_\_\_

Student ID # \_\_\_\_\_

Advisor \_\_\_\_\_

Term \_\_\_\_\_

Type:           Crisis           Military

Course(s) \_\_\_\_\_

Please Check Yes or No:

Do you receive Financial Aid or Veteran benefits?	FA	VA	No
Do you receive employer reimbursement?	Yes		No
Have you discussed this with your advisor?	Yes		No

**Personal written statement:**