# ADMINISTRATIVE WITHDRAWAL

Students who initially participate in the course and then do not officially withdraw from the course by submitting an add/drop form to their academic advisor/graduate program specialist will be considered unofficially withdrawn. When students earn a grade of F (Failure) or W (Withdrawal) the professor will submit the last date of participation based on CUC's attendance policy. Students will be considered to have earned all of their federal financial aid after the completion of sixty percent of the payment period. Questions regarding the implications on financial aid can be directed to the Office of Financial Aid at Financial.Aid@CUChicago.edu or at 708-209-3113.

## Physical or Financial Hardship Withdrawal Policy

If a student is unable to successfully complete their courses due to documented financial, physical, or mental health reasons, he/she may request a hardship withdrawal through the Dean of Students Office. Students may request a hardship withdrawal when the emergency or situation that they are experiencing makes it impossible for them to continue in the course(s) for which they are registered. Students experiencing a physical or financial hardship who wish to appeal tuition charges and/or fees are encouraged to complete a form through the Office of the Dean of Students. Supporting documentation related to the physical or financial hardship is required. More information can be found on the Concordia-Chicago website (https://www.cuchicago.edu/contentassets/37b652545ee34648841972e5f4c950ee/physical-or-financial-hardship-withdrawal-policy.pdf).