

UNIVERSITY WITHDRAWAL

Degree-seeking students who desire to withdraw from the University are to consult with the Office of the Dean of Students and fill out the University Withdrawal Form. Withdrawal is not official until specific responsibilities have been met. Failure to follow this procedure will result in a grade of F rather than a grade of W.

Students who do not maintain continuous enrollment at Concordia University Chicago from semester to semester (excluding the summer term) will be withdrawn automatically from the University as of their last semester of attendance, unless the student is eligible and files for Leave of Absence status.

Physical or Financial Hardship Withdrawal Policy

If a student is unable to successfully complete his or her courses due to documented financial, physical, or mental health reasons, he or she may request a hardship withdrawal through the Office of the Dean of Students. 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.

Examples of physical or financial hardship shall include, but are not limited to:

- Serious injury or illness
- Chronic illness
- Medical issue of a family member in which the student has to become the part-time or full-time caretaker of that family member
- Mental health condition
- Sudden or consistent lack of transportation, which impedes the student's ability to attend class
- Significant cost of living increase

Before requesting a physical or financial hardship withdrawal, students need to understand the following:

- Hardship withdrawals can only be requested after the official withdrawal/drop period
- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Hardship withdrawals are processed according to the last date of class attendance. The Office of the Dean of Students Office will contact instructors to establish the last date of class attendance.
- A student receiving federal and/or state financial aid should contact the Office of Financial Aid to address any possible financial implications related to the Return of Title IV policy.
 1. Undergraduate Financial Aid Policies
 2. Graduate Financial Aid Policies
- A student who files, or attempts to file, a fraudulent application for a hardship withdrawal (e.g. to avoid a potential or pending poor or failing grade, avoid potential or pending disciplinary action or bypass current policies or processes) will be considered in violation of the Concordia

University Chicago Student Code of Conduct and subject to disciplinary sanctions.

Students experiencing a physical or financial hardship who wish to appeal tuition charges and/or fees are encouraged to complete this form. **Supporting documentation related to the physical or financial hardship is required.**

Note: If it is determined by the Office of the Dean of Students that a student is not capable of completing this process, the student's parent, guardian, or legal next of kin may act on behalf of the student.

Withdrawal Policy for Military Educational Benefits Recipients

Degree-seeking students who desire to withdraw from the University due to deployment are to consult with the Office of the Dean of Students and fill out the University Withdrawal Form. Withdrawal is not official until specific responsibilities have been met. Failure to follow this procedure will result in a grade of F rather than a grade of W.

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