



Name of Policy: Request for Late Withdrawal
Source: Academic Affairs and Student Affairs
Date Revised: January 2020
Form to Complete: Request for Late Withdrawal, see the Vice President and Dean of Students to initiate

**Policy:**

In order to qualify for a late withdrawal (after the semester withdrawal deadline), students must meet the following criteria:

- Student is unable to continue their studies due to **medical** needs (extraordinary cases in which serious illness or injury) or **special extenuating circumstances** (significant personal situation) prevent them from continuing classes, and
- The **medical** or **special extenuating circumstances** had their onset on or after the semester withdrawal deadline, and
- Student is unable or does not qualify to take an incomplete in their courses, 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.). ***However, once a student submits Total Withdrawal/Leave of Absence paperwork, the request for late withdrawal must be made within 5 business days.***

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

Students may qualify for only one late withdrawal request as a KCAI student.

For F-1 status international students, a consideration for late withdrawal requesting a reduced course load below full-time enrollment will be based upon

documented medical needs only. However, a request for complete late withdrawal will be considered for both 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 an 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, a student has 15 days to leave the country before being considered in violation of their status.

The Vice President and Dean of Students reviews late withdrawal requests and in consultation with other appropriate administrators or faculty makes a decision to approve or deny a request. If the request is approved, the Vice President and Dean of Students determines the effective date based upon the documentation provided by the student.

Prior to readmission to KCAI, the Vice President and Dean of Students may request a meeting with the student and/or documentation from the student and/or healthcare provider and will approve or deny the student's readmission request based upon evidence of student success. An approved late withdrawal request allows a student to receive a leave of absence from KCAI for a maximum of four semesters.

**Process:**

1. Obtain Request for Late Withdrawal form the Vice President and Dean of Students
2. Submit request for late withdrawal with all required documentation to the Vice President and Dean of Students:
  - I. **Medical** (serious physical or mental health illness or injury)
    - A. 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 and date(s) student is/was under professional care
      - Statement that withdrawal from KCAI is recommended at this time  
***\*The health care provider providing documentation cannot be related to the student making the request.***
    - B. Statement from student that includes:

- Last date they attended class
- Anticipated date of return to KCAI

**II. Special Extenuating Circumstances** (extraordinary personal reasons, not related to the student's personal or mental health; for example, care of a seriously ill child, parent or spouse or death in the immediate family)

- A. Students must submit a statement/documentation that includes:
- Justification for request
  - Date(s) of special circumstances
  - Appropriate documentation
  - Last date they attended class
  - Anticipated date of return to KCAI
3. Students receiving financial assistance must consult with the Financial Aid and Business Office to better understand the financial implications of processing a late withdrawal. Both offices must sign the request for late withdrawal form.
  4. Students receiving veteran's benefits must meet with the Financial Aid Office and obtain a signature on the request for late withdrawal form.
  5. The Vice President and Dean of Students will submit the approved or denied request to the Registrar for appropriate action, including notifying student of approval or denial, course withdrawal and notifying appropriate faculty and administration, filing request and documentation in student's academic record and completion of withdrawal/leave of absence paperwork.

The decision of the Vice President and Dean of Students is final and not open to appeal.