College of Health and Social Sciences
Policy for Retroactive Withdrawals

Retroactive Withdrawals

In keeping with the University’s Academic Senate policy on retroactive withdrawals, CHSS permits the following:

- Retroactive withdrawals for documented, serious and compelling reasons only.
- Retroactive withdrawals must be initiated in the first enrolled semester immediately following the semester from which the student wishes to withdrawal retroactively from.
- CHSS allows retroactive withdrawals from single courses during a semester only if the student demonstrates a sound, documented reason why only a single class was affected. The student must also provide a serious and compelling justification why coursework could not be completed AND evidence of extenuating circumstances that prevented the student from submitting the withdrawal petition during regular submission times.

Example of Serious and Compelling Reasons:

- Family emergencies, illness, death (verification required, keeping in mind that responses to these situations may be culturally related)
- Documented illness, letter from medical authority, DPRC
- Emotional turmoil; therapist intervention (documentation on letterhead from therapist)
- Other calamitous reasons (i.e. sudden homelessness)
- Unable to submit withdrawal on time due to hospitalization.

Examples of Non Serious or Compelling:

- Class not needed due to change of major or GE class only
- Change in work schedule
- Poor performance
- Need more time to study for other courses
- Unable to submit withdrawal on time due to working too much

The student must demonstrate BOTH serious and compelling justification for the withdrawal AND extenuating circumstances for submitting the petition after regular withdrawal period.

STUDENTS REQUESTING A WITHDRAWAL MUST:

1. Meet with the instructor and obtain their signature
2. Have the form signed by the department chair/school director
3. Bring form to CHSS Student Resource Center in HSS 239 for the Associate Dean’s review and signature

Approval by Instructor or Chair/Director does not guarantee approval by the Associate Dean

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