Withdrawals after Drop Deadline

In keeping with University policy on withdrawals, CHSS permits the following:

- Withdrawals for **documented**, serious and compelling reasons only. **Withdrawal petitions without any documentation will be automatically denied.**
- Withdrawals must be submitted within a reasonable time frame (e.g., 2 weeks after work schedule change, hospitalization, etc.) and via paper petition. **All electronic withdrawal submissions will automatically be denied.**

Examples of Serious and Compelling Reasons:

- Family emergencies, illness, and death. A letter from medical authority or DPRC recommending a reduced course load is required. An appointment card, health diagnosis, or prescription for medication is not suitable as documentation unless the document reflects a lengthy hospital stay.
- Work schedule change (we require documentation required on letterhead from employer stating the student is being required to change her or his work schedule or add hours)
- Change in child care
- Emotional turmoil; therapist intervention (documentation on letterhead from therapist recommending reduced course load)
- Other calamitous reasons

Examples of Non Serious or Compelling:

- Changing major unless notified of the change after the drop deadline
- Instructor didn’t drop me, forgot to drop class or didn’t realize it was on schedule
- GE only or don’t need class
- Poor performance including lack of class attendance or need more time for other classes

**Withdrawals during the last 3 weeks of semester**
Not permitted except for serious illness or verified accident (documentation required)

**STUDENTS REQUESTING A WITHDRAWAL MUST:**

- Submit a paper withdrawal petition
- Must provide appropriate supporting documentation (sensitive documents will be destroyed or returned upon request)
- Meet with the instructor and obtain her or his signature
- Have the withdrawal form signed by the department chair/school director
- Bring form to CHSS Student Resource Center in HSS 239 for the Associate Dean’s review
- Attend class until the petition is signed and approved by instructor, chair and dean.

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

REVISED: 2/2/2016 DW