College of Health and Social Sciences
Policy for Current Semester Withdrawals

Withdrawals after Drop Deadline
In keeping with University policy on withdrawals, CHSS permits the following:
• Withdrawals for documented, serious and compelling reasons only
• Withdrawals must be submitted within a reasonable time frame (e.g., 2 weeks after work schedule change or hospitalization)

Example of Serious and Compelling Reasons:
• Family emergencies, illness, death (verification required, keeping in mind that responses to these situations may be culturally related)
• Work schedule changing (we require documentation required on letterhead from employer stating the student is being required to change schedules or add hours)
• Change in child care
• Documented illness, letter from medical authority, DPRC
• Emotional turmoil; therapist intervention (documentation on letterhead from therapist)
• Other calamitous reasons (i.e. sudden homelessness)

Examples of Non Serious or Compelling:
• Changing major
• Instructor didn’t drop me
• GE only
• Poor performance
• Need more time to study for other courses

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

STUDENTS REQUESTING A WITHDRAWAL MUST:

• Meet with the instructor and obtain their signature
• Have the form signed by the department chair/school director
• 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