

College of Health & Social Sciences (CHSS)

Policy for Retroactive Withdrawals

Retroactive Withdrawals

In keeping with the University's Academic Senate policy on retroactive withdrawals, CHSS permits retroactive withdrawals for documented, serious and compelling reasons only. The petition must be initiated in the first enrolled semester immediately following the semester from which the student wishes to withdraw a course(s) retroactively.

The university 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.

Examples of Serious and Compelling Reasons:

- Family emergencies, illness, or death;
- Documented illness, letter from medical authority, DPRC;
- Emotional turmoil; therapist intervention (documentation on letterhead from therapist);
- Other calamitous reasons beyond the student's control;
- 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.

Students Requesting a Retroactive Withdrawal Must:

- Submit a paper retroactive withdrawal petition (preferably typed);
- Must provide appropriate supporting documentation;
- Meet with the instructor and obtain her or his signature;
- Have the form signed by the department chair/school director;
- Bring fully signed form with supporting documentation to the Associate Dean's office in HSS 239 for review.

Approval by Instructor or Chair/Director does not guarantee approval by the Associate Dean. Denied petitions at the college level can be appealed to the Board of Appeals and Review (BOAR). Students may take a copy of the denied petition to the Registrar's window at One Stop.