

# **College of Health & Social Sciences (CHSS)**

## **Policy for Current Semester Withdrawals**

In keeping with University policy on withdrawals, CHSS permits withdrawals for documented, serious and compelling reasons only. **Withdrawal petitions submitted electronically or without any documentation will be automatically denied.** Withdrawals must be submitted within a reasonable time frame (e.g., two weeks after work schedule change, hospitalization, etc.) and via paper petition. A student is only allowed to withdrawal from a maximum of eighteen units (not including semester withdrawals). *Withdrawals during the last 3 weeks of semester are not permitted except for documented serious illness or verified accident.*

### **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 on letterhead from employer stating the student is changing her or his work schedule or add hours);
- Change in child care situation;
- Emotional turmoil; therapist intervention (documentation on letterhead from therapist recommending reduced course load);
- Other calamitous reasons beyond the student's control.

### **Examples of Non-Serious or Compelling:**

- Changing major unless notified of the change after the drop deadline;
- Instructor did not drop me, forgot to drop class or did not realize it was on schedule;
- Course not needed any more, lacks required pre-requisite, or course is General Education;
- Poor performance including lack of class attendance or need more time for other classes.

### **Students Requesting a Withdrawal Must:**

- Submit a paper withdrawal petition (preferably typed);
- Must provide appropriate supporting documentation;
- Meet with the instructor and obtain her or his signature;
- Have the withdrawal 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 no later than 5PM of the respective withdrawal deadlines;
- Attend class until the petition is signed and approved by instructor, chair and Associate Dean.

It is always the student's responsibility to stay on top of the petition process to ensure timely submission of the petition and documents to the instructor, departments and college. 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.