

## **College of Health and Human Services Policy on Retroactive Withdrawals**

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

- Retroactive withdrawals for documented, serious and compelling reasons only
- CHHS expects that the student will withdraw from the entire semester during which the serious and compelling reasons occurred.
- CHHS allows retroactive withdrawals from single courses during a semester only if the student demonstrates a sound, documented reason why a serious and compelling reason affects a single class only.

**Unacceptable reasons for requests for retroactive withdrawals from a single course include, among others:**

- Too tired to get up for an early class
- Change in work schedule
- Didn't attend class because instructor was boring
- Found out class was not necessary for graduation

Students must withdraw using the regular withdrawal system during the semester.

### **STUDENTS REQUESTING A RETRO-WITHDRAWAL**

If a student is requesting a retro-withdrawal from a class and has a form from the registrar's office that requires signatures, he/she must follow these steps:

- ***Meet with the instructor and obtain his/her signature***
- ***Have the form signed by the Department Chair/Director***
- ***Forward/Bring form to HSS 239 for the Associate Dean's review and signature***

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