College of Health and Human Services Policy on Withdrawals

In keeping with University policy on withdrawals, CHHS permits the following:
• Withdrawals for documented, serious and compelling reasons only.

Serious and Compelling Reasons:
• Family emergencies, illness, death (keeping in mind that responses to these situations may be culturally related)
• Work schedule changing (do we require documentation on letterhead from employer stating the student is being required to change schedules or add hours)
• Change in child care (documentation usually not available)
• Documented illness, letter from medical authority, DRC
• Emotional turmoil; therapist intervention (with documentation on letterhead from therapist)
• Other calamitous reasons (i.e. sudden homelessness)

Not Compelling
Changing major
GE only
Poor performance
More time to study for other courses

STUDENTS REQUESTING A WITHDRAWAL

If a student is requesting a 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 their 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