

## 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**