

HOWARD UNIVERSITY POLICY

Policy Number:	100-020: The Academy and Research
Policy Title:	LATE WITHDRAWAL POLICY (Interim)
Responsible Officer:	Provost and Chief Academic Officer Delegated to University Registrar
Responsible Offices:	Office of the Provost and Chief Academic Officer Office of the Registrar Office of Undergraduate Studies Deans, Schools and Colleges
Effective Date:	February 4, 2025

I. POLICY STATEMENT

Howard University ("HU") understands that students may need to withdraw from coursework in a semester/term after the stated withdrawal deadline due to exceptional circumstances beyond their control. In such cases, undergraduate students and graduate students in the Graduate School may request a non-academic withdrawal from classes after the unrestricted withdrawal deadlines set for in the University's Academic Calendar.

II. RATIONALE

This Policy clarifies the process and timeline as well as what may constitute a **Late Withdrawal**.

III. ENTITIES AFFECTED BY THIS POLICY

This Policy pertains to undergraduate students, and graduate students in the Graduate School. All other graduate and professional students should defer to their respective college or school handbook, policies and/or academic procedures.

IV. DEFINITIONS

- A. **Late Withdrawal** – Withdrawal from courses after the stated withdrawal deadline, but before the student has graduated.
- B. **Medical Late Withdrawal** – Withdrawal requests due to medical reasons are supported by relevant, dated medical documentation from an appropriate licensed practitioner.
- C. **Bereavement Late Withdrawal** – Withdrawal requests due to the death of a loved one will be considered when the student has been seriously impacted by the death.

- D. **Other Extenuating Circumstances** – Withdrawal requests for other legitimate types of extenuating circumstances may be considered. The student should describe the issue and provide third-party documentation to corroborate the reason for the request.
- E. **Academic Withdrawals Committee** – Comprised of representatives of the Office of the Registrar, Enrollment Management, and Student Affairs who will review Late Withdrawal requests submitted by the Dean’s Office.

V. PROCEDURES

Late Withdrawal requests made after the withdrawal deadlines set forth in the University’s Academic Calendar must be submitted before a degree is awarded.

The Office of the University Registrar will only review requests for a complete semester withdrawal impacting all courses. If the request concerns a single course, students should contact their advising school or college. Exceptions for retroactive withdrawals are granted only in the event of rare and extraordinary circumstances that were beyond a student’s control. The University does not make exceptions for poor judgement, poor performance, or forgetfulness.

Withdrawal from courses after the listed withdrawal deadline for the term may have an impact on a student’s financial aid, housing, veteran’s benefits, and visa status among other areas. Students who are considering submitting a Late Withdrawal request are urged to contact those respective offices, as applicable, to discuss the implications of withdrawing.

Late Withdrawal Process and Review

1. The student should review all policies and guidelines pertaining to Late Withdrawal requests.
2. The student should meet with their academic advisor to discuss the withdrawal process and the merits of their request.
3. The student should complete a [Late Withdrawal Request Form](#) explaining the specific request and reasons.
 - a. **Medical Late Withdrawals:** May be appropriate when extenuating circumstances, such as a serious physical or mental illness or injury, prevent the student from continuing their classes, and incompletes or other arrangements with the instructors are not possible or appropriate. The documentation must demonstrate a substantial medical change that arose unexpectedly after the drop period ended. Medical documentation should be in the form of a letter from the student’s licensed health care provider. Medical documentation submitted by students will be considered education records, subject to the privacy rights afforded under the Federal Education Privacy Act and the University’s Student Privacy Rights Policy.

Medical documentation should be in the form of a letter from the student's licensed care provider on official letterhead, that includes the following:

- i. The illness/condition being treated.
 - ii. The date when the illness/condition first prevented the student from attending classes and/or participating in educational activities.
 - iii. The period treatment has been provided for this illness/condition. If the illness/condition began prior to the semester the student is requesting the withdrawal from, how has the illness/condition worsened during the affected semester.
 - iv. How this illness/condition impacts the student and/or their ability to be a productive student.
 - v. The expected length of recovery or return to usual activity, including when the student would be able to return to the University.
- b. **Bereavement Late Withdrawals:** A copy of the deceased's death certificate, obituary, or funeral brochure may also be requested. If the student was impacted in another way, they should provide documentation supporting the request's basis. If the student experienced a personal medical situation caused by the death (stress, anxiety, depression, etc.), the steps for a Medical Late Withdrawal should be followed.
- c. **Other Extenuating Circumstances:** The student should describe the issue and provide third-party documentation to corroborate the reason for the request.
4. The student should gather their supporting documentation. Only written materials and verifiable documentation and personal statements will be considered.
 5. The student should submit their completed [Late Withdrawal Request Form](#), personal statement, and supporting documentation to the Dean's Office of their School or College.
 6. The Dean's Office in the student's School or College will submit the request with their recommendation to the Academic Withdrawals Committee.
 7. Requests will be reviewed by the Academic Withdrawals Committee within ten (10) business days (holidays and HU breaks excluded) from the date of receipt of the completed form from the Dean's Office in the student's School or College.
 8. In cases where a [Late Withdrawal Request Form](#) is submitted after the date on which the student first became unable to attend classes, the supporting documentation *must* explain why the student was unable to submit the [Late Withdrawal Request Form](#) at that time. The Academic Withdrawal Committee retains the sole discretion to decide the date on which the Late Withdrawal will be made effective. In cases where the request is submitted substantially after the date on which the student first became unable to attend classes, and the student's documentation presents a compelling reason as to why the student was unable to submit the [Late](#)

[Withdrawal Request Form](#) at that time, the Academic Withdrawals Committee may decide to make the Late Withdrawal effective retroactively, to the date when the student first became unable to attend classes.

9. The student should continue attending all classes in which they are officially enrolled and complete the required coursework unless/until they receive written approval for a withdrawal.
10. An email notification to the student's Howard email address will be sent with the request's outcome.

If the student is granted a withdrawal, it will result in a "W" on their permanent academic record for the courses requested in the Late Withdrawal.

VI. READMISSION AFTER A TOTAL WITHDRAWAL

Continuing undergraduate students who wish to continue studies for a later entering semester must complete the former student returning application. Students are classified as continuing students if they have earned grades in prior semesters at the university, or (for new entrant students) if they were enrolled by the final enrollment census date for the given entry semester.

VII. ENFORCEMENT

- A. **All students requesting a Late Withdrawal must go through the process described in this Policy.**
- B. **Late Withdrawal is Not Allowed in the following circumstances:**
 - To avoid an unsatisfactory grade due to academic reasons.
 - To correct enrollment errors on the part of the student. Students are responsible for all courses in which they remain officially enrolled after the drop period has ended.
- C. Instructors do not have the authority to withdraw students from classes.
- D. The decision of the Academic Withdrawals Committee is final.

VIII. HYPERLINKS

Additional resources may be found at: <https://howard.edu/registrar/withdrawal>.

For students seeking additional support services from the University, please see below:

[ACE Learning Support Services](#) provides academic support via face-to-face and virtual learning experiences that cultivate independent and group learning, academic resiliency and confidence, and a range of academic success strategies to support academic success.

ACE also offers a data-informed [Academic Recovery Program](#) that is designed to assist students who are experiencing academic challenges with getting on the path to academic success.

[Office of Student Advocacy and Support](#): The Office of Student Advocacy and Support (OSAS) provides aid to students experiencing difficulties and extenuating circumstances. Through a model of non-clinical case management, OSAS may assist students with challenges such as illness, hospitalization, bereavement, adjustment concerns and connecting with campus services.

[Office of Student Accessibility](#): Howard University is committed to ensuring that all students have equal access to the university's programs and offerings. The Office of Student Accessibility (OSA) provides support to students with disabilities through programming and processing requests for reasonable accommodations in compliance with the Americans with Disabilities Act.

[Howard University Counseling Service](#) provides a variety of services to meet students' mental health needs at Howard University. UCS services include one-on-one sessions with a counselor, group therapy sessions, workshops and referrals for medication management. In some cases, UCS may refer students to providers and resources in the UCS referral network.

[Student Health Center](#) provides quality healthcare services to full-time and part-time students with access to care for acute sickness, injuries, contraception management, chronic disease management, referrals to specialists, health promotion, and disease prevention education. The health center is privileged to offer various health and wellness related services that emphasize and encourage physical, mental, spiritual, and academic growth.

[Howard University Wellness \(Andrew Rankin Memorial Chapel\)](#): HU Wellness Initiatives & Programs, established in Fall 2020, offer self-care strategies that shift the focus to calm the chatter of the anxious mind.

[Self-Help Mental Health Resources](#)

Find additional self-help mental health resources here – including information for multiple crisis hotlines. Remember, if you or someone else is in immediate danger, call 9-1-1.