Withdrawal Hardship

In the event a student faces circumstances of extreme duress beyond his/her control, the student may request a hardship withdrawal from the university. Hardship withdrawals are not meant to be used for appealing academic matters (e.g. grades), but should be used when a student seeks to withdraw from all classes and leave the university for the remainder of that semester. Grades must be posted before a student is eligible to apply for a hardship withdrawal.

Hardship withdrawals should fall into one of three categories: medical, personal, or financial. Students will be required to justify their withdrawal with documentation. In instances where a student’s circumstances warrant only a partial withdrawal, documentation will be required to substantiate why this student is able to continue with some coursework but not all coursework. If the hardship withdrawal is granted, the student will receive "WH" grades for courses that he/she enrolled in during the semester.

Hardship Withdrawal Documentation

Personal Statement of Hardship: The written personal statement of hardship should explain how and/or why the non-academic emergency impacted studies. It is essential that the student provide accurate details about the circumstances surrounding the hardship, date(s) of the hardship event(s), and an account of how the event(s) specifically prevented the completion of coursework. In addition, the student will provide official documentation supporting his/her hardship. This documentation should be consistent with the student’s personal statement, and all documentation will be verified prior to the rendering of any decision regarding the student’s hardship withdrawal.

Categories of Hardship and Documentation Requirements

- **Medical** (e.g. physical or psychological emergencies): Students may petition for a hardship withdrawal from the University when significant physical or psychological impairments beyond the student's control interfere with the ability to meet academic requirements.
  - The student will supply a physician’s report on office letterhead. This document will include the physician’s name, address, phone number, nature of patient's illness or accident, dates of treatment, prognosis, and the reason they feel that the student can no longer complete his/her coursework. This document must be signed and dated.
  - Medical withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.
- **Personal** (e.g. severe medical illness within family, death in the family, arrests, etc.): The student will supply appropriate documentation that builds a case for hardship withdrawal due to personal issues. These documents may include but are not limited to death certificates, obituaries, police reports, or physician’s letters. The student should obtain documents that contain contact information, are dated, and, if possible, are notarize