

Request for Hardship Withdrawal

The College grading policy allows a student to withdraw from a class no later than the mid-term date of the semester (deadline dates will be prorated accordingly for classes less than 16 weeks). Withdrawal dates are published in the class schedule each semester and it is the student’s responsibility to be aware of specific deadline dates. Exceptions to the policy are granted only for cases of extreme hardships.

On the next page, state the reason(s) for requesting that a “W” be recorded after the published deadline date for the class(es) below. BE SPECIFIC by giving dates and attaching supporting documentation. Relevant documentation could include a doctor’s statement, legal documentation, letters of transfer, or any other information which would indicate the reasons for missing the deadline.

Requests will not be accepted without documentation and should be submitted within one semester.

Submit this form, with supporting documentation, to the Vice President for Academic Affairs (VPAA).

Name: _____ Date of Request: _____

Address: _____

Telephone Number: _____

Student ID Number: _____ E-Mail Address: _____

Semester and year for which hardship withdrawal is requested: _____

(NOTE: Last date of attendance will be determined by Registrar’s Office administrative records.)

Complete the following information about the courses from which you are requesting a hardship withdrawal:

<u>Course Title</u>	<u>Course Ref. Number</u>	<u>Instructor</u>

Advisor: _____

Approved: _____
Signature, Vice President for Academic Affairs Date

Not Approved: _____
Signature, Vice President for Academic Affairs Date

Comments: _____

NOTE TO STUDENTS ON FINANCIAL AID:
**Hardship withdrawals are counted as courses attempted in Financial Aid
and will adversely affect Financial Aid eligibility.**

I have read and understand the Hardship Withdrawal policy. _____
Student Signature/Date

copy: Financial Aid
Registrar
Business Office

**Request for Hardship Withdrawal
Explanation and Documentation**

Name: _____

Please provide, in your words, your justification for requesting this hardship withdrawal. Remember that your reasons must support the fact that you are unable to complete the term due to this hardship.
(Use reverse side of this form if necessary.)

Outside verification or documentation (medical, legal, etc.) must be attached to this request in order for your request to be considered.

You may be required to schedule an appointment with the Vice President for Academic Affairs to discuss this request.