

HARDSHIP WITHDRAWAL

Overview

Students may submit a Hardship Withdrawal Request for one or more class sections in the current or previously enrolled term.

Hardship withdrawal requests are reviewed by the Dean or Dean's designee of the student's school or college and the Associate Provost/Dean of Students or their designee. Approval is considered when one or more of the following has occurred:

1. Personal medical crisis: incapacitating mental or physical illness and/or injury to the student.
2. Exceptional personal non-medical crisis: catastrophic event involving the student or a catastrophic illness or death of a family member, partner, caregiver, or friend.

Upon approval, the Office of the Registrar is notified. The Registrar's Office replaces the earned grade with an HW grade in each course section indicated on the form. The HW grade does not earn credit and is not included in the calculation of the student's grade point average.

Student Responsibility and Process

A student submits the hardship withdrawal request form in(ds)-1 (hi)-2 brifDtn'D•LB,ME/7B/263A4dnBB

friend; unable to participate in classes due to significant medical issues such as hospitalization or a documented medical illness/condition; or in the event a student's Hardship Withdrawal was requested due to the administration of Interim Emergency Leave or Involuntary Medical Leave that prevented the completion of a term.

The additional Hardship Withdrawal refund consideration is limited to one time only and refunds will only be considered for Hardship Withdrawals that are approved by the last day of the quarter after the Hardship Withdrawal occurred.

1. Students who receive a hardship withdrawal for one of the above situations will be considered for a refund through examination of the documentation included as part of the withdrawal request.
2. Approvals are decided and acted upon within thirty (30) days of when the Office of the Registrar receives the HW form.
3. The following refund rates apply:
 - a. Attendance up to 60% of a term: 100% refund
 - b. Attendance up to 90% of a term: 50% refund
 - c. Attendance up to finals week: 0% refund

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Notification of Additional Conditions for Reinstatement

Students who are approved for medical hardship withdrawal may be required to seek approval for reinstatement. Additional conditions are applied with due consideration at the discretion of the Dean or Dean's designee of the student's school or college.

Reinstatement Review and Decision

The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students review the reinstatement request to evaluate whether the circumstances leading to the full or partial hardship withdrawal have been adequately addressed and whether there is reasonable assurance that similar factors will not prevent the student's progress in the near term.

The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students, staff from the Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS) may require a personal interview with the student.

The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students decide if, and when, the student may return.

The decision to reinstate a student following a full or partial hardship withdrawal for personal medical reasons is a provisional determination. When permission to return is granted, any special conditions or requirements are provided in writing to the student. It may be advisable for the student to establish a professional relationship with a member of the Student Health Center (SHC), Counseling and Psychological Services (CAPS), and/or a professional in the community. If the health issue has not been satisfactorily resolved within the first term of attendance after reinstatement, the Dean or Dean's designee in the student's school or college and Student Development may reverse the reinstatement decision.

Academic Reentry Plan and Monitoring

When approved for reinstatement, the student meets with the Dean or Dean's designee in the student's school or college for registration and development of an academic reentry plan.