UNIVERSITY of West Georgia

REQUEST FOR HARDSHIP WITHDRAWAL
UNIVERSITY OF WEST GEORGIA

Students may request a hardship withdrawal after the official Drop/Add deadline published in the UWG semester term calendar until the Friday immediately prior to the final week of the term. A hardship withdrawal is an exception based on **unusual or emergency circumstances beyond the student's control**, and the student **must withdraw from all classes during the current term**. See page 2 of this form for steps to complete the process to request the hardship withdrawal.

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____ STUDENT ID NUMBER 917_____ MAJOR _____ SEMESTER Select YEAR _____

REQUEST INITIATED THROUGH: (Please Check) ☐ COUNSELING CENTER – COUNSELOR ☐ HEALTH SERVICES - STUDENT PATIENT ADVOCATE

CONTACT INFORMATION: _____ MAILING ADDRESS _____ CITY _____ STATE _____ ZIP

_____@my.westga.edu EMAIL ADDRESS _____ TELEPHONE NUMBER(S)

Is this Hardship Withdrawal request being made to appeal your Academic Suspension or Dismissal? ☐ **Yes** ☐ **No**

If yes, please indicate your academic status: ☐ **Suspension One Term** ☐ **Suspension One Year** ☐ **Academic Dismissal**

Courses in which you are currently enrolled: Example: ENGL 1101-01 CRN 10125 Find course section numbers and the CRN in the Class Bulletin in Banweb. Please print legibly	COURSE NUMBER AND SECTION	CRN	INSTRUCTOR'S NAME	HAVE YOU TAKEN THE FINAL EXAM OR TURNED IN FINAL WORK? YES	NO
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Please indicate your reason for requesting a hardship withdrawal and **attach a written statement** regarding the reason for the withdrawal. Be prepared to provide documentation, means of corroboration, or other evidence as needed.

REASON (Please Check)	HARDSHIP WITHDRAWAL CATEGORY	SAMPLE DOCUMENTATION TO SUPPORT THE REQUEST
☐	**Physical** – Examples include bodily injury or invasive surgery resulting in prolonged absences from class, or unexpected physical disability preventing completion of course work.	Physician's report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendation
☐	**Psychological** – Examples include extreme mental duress suffered from traumatic experiences, of the severity and frequency to prevent completion of course work.	Memo from UWG Counseling Center counselor or other professional counselor that includes dates of treatment and a clear recommendation of whether a hardship withdrawal be given.
☐	**Personal** – Examples include significant change in financial status or personal tragedy such as the death of loved one or domestic disruptions, to the degree to prevent completion of course work.	Copy of divorce papers, financial statements, police reports, obituaries, or other pertinent documents.

This form must be completed and signed with supporting documentation attached before your hardship withdrawal will be considered.

STUDENT SIGNATURE (required) _____ DATE _____

COLLEGE /SCHOOL (FOR ALL UNDECLARED MAJORS WRITE HONORS COLLEGE) Please Select _____

FOR OFFICIAL USE ONLY

☐ APPROVED DEAN/DESIGNEE PRINTED NAME AND TITLE _____

☐ NOT APPROVED DEAN/DESIGNEE SIGNATURE AND DATE _____

Under what conditions may a Request for Hardship Withdrawal be approved?

A Hardship Withdrawal is intended as relief for extreme circumstances and is granted only in special instances. The following conditions apply:

- The student must meet the timelines and follow Steps 1-6 below, with emphasis on providing documented evidence in support of the claims warranting the request.
- The student must withdraw from all classes during the current term, and may not select only certain classes from which to withdraw.
    - Under *unusual* circumstances, a student may be granted a hardship withdrawal from only one class, while being allowed to remain in others. An example of *unusual* circumstances would be a student who is passing an applied piano course and injures a finger, thus being unable to play the piano the rest of the semester. A student would be allowed to complete other courses being taken concurrently.
- Hardship Withdrawals requested after the Friday immediately prior to the final week of the term will be treated as a Retroactive Hardship Withdrawal.
    - Retroactive Hardship Withdrawals will not be approved if the student has completed all course requirements such as a final examination and/or a final project.
    - Retroactive Hardship Withdrawals will not be approved for terms occurring more than six months prior to the time the request is made.

- **Please Note:** Academic suspension (term or one year) or academic dismissal may only be reviewed through a grade appeal or hardship withdrawal. The suspension or dismissal will not be overturned until the grade appeal or hardship withdrawal has been processed. (UWG Faculty Handbook, Section 208.05)

- **Approved hardship withdrawals do not result in a tuition refund. Approved hardship withdrawals may affect a student's financial aid eligibility.** Please consult the Enrollment Services Center for confirmation of the impact if the request is approved.

What are examples of conditions that do not warrant a Hardship Withdrawal?

The following list is illustrative of invalid reasons for a Hardship Withdrawal.

- Poor performance in one or more courses
- Registration for the wrong course
- Preference for a different professor or class section
- Failure to drop a course during the drop/add period
- Failure to withdraw by the published deadline using normal procedures

Steps for Requesting a Hardship Withdrawal

In steps 1-6 below, the Dean may designate an Associate or Assistant Dean to act on his/her authority. The Provost and Vice President for Academic Affairs may designate the Associate Vice President for Academic Affairs to act on his/her authority.

1. The student completes the "Request for Hardship Withdrawal" form found online at **http://www.westga.edu/vpaa/index_5879.php**. The student should be prepared to provide documented evidence to substantiate the hardship being claimed.
2. The student submits the completed Request for Hardship Withdrawal form and documented evidence to Health Services (HS) or the Counseling Center (CC).
3. The HS or CC professional staff will interview the student, review the documented evidence, and recommend to support or not support the request for Hardship Withdrawal. HS or CC professional staff will send the request form and a letter, which explains the recommendation, as a confidential document to the appropriate unit within Academic Affairs, while retaining the documented evidence in their confidential files.
    - Undergraduate students with a declared major: The request form and recommendation letter will be sent to the Dean of the College where the major department is housed.
    - Undeclared students: The request form and recommendation letter will be delivered to the Dean of the Honors College.
    - Graduate students: The request form and recommendation letter will be sent to the Dean of the College where the graduate program is housed.
4. The Dean has the authority to approve the Request for Hardship Withdrawal. If the Dean approves the request, the Dean's Office will notify the student of the approval and communicate with the Registrar to change the grade/s to W.
5. If the Dean does not approve the request, the Dean's Office will notify the student of the denial. The student may then request a review by the Provost. It is the student's responsibility to notify the Dean that he or she wants the Provost review to be done. When notified by the student, the Dean will forward the request form and recommendation letter to the Provost.
6. The Provost has the final authority to grant the Request for Hardship Withdrawal. If the Provost approves the request, the student will receive a W for each course. The Provost's Office will notify the student that the request was approved and communicate with the Registrar to change the grade/s to W. If the Provost denies the request, the Provost's Office will notify the student of the denial. The Request for Hardship Withdrawal ends with the Provost.