

COLLEGE OF EDUCATION HARDSHIP WITHDRAWAL REQUEST FORM

Name	Student ID Number	Date
Phone Number	Email	

Request to withdraw from the following _____ courses:
semester

Course Number	Section	CRN	Course Number	Section	CRN
Course Number	Section	CRN	Course Number	Section	CRN
Course Number	Section	CRN	Course Number	Section	CRN

UNIVERSITY OF WEST GEORGIA POLICY:

Students may request a hardship withdrawal after the official withdrawal (“W” date) deadline published in the schedule of classes until the day before the scheduled Reading Day of the term. A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student’s control. A hardship withdrawal may be granted based upon special circumstances. The following conditions apply:

- The student must initiate a hardship withdrawal through the Associate/Assistant Dean of the college to which the student belongs. The student should be prepared to present documented evidence to substantiate the hardship being claimed. If a psychological assessment is required, the Associate/Assistant Dean may require the student to meet with the Director of Student Development (Row Hall, Room 123).
- The student must withdraw from all classes during the current term. He or she may not select only certain classes from which to withdraw.
- If recommended for hardship withdrawal by the student’s Associate/Assistant Dean, for each course a student will receive a W.
- Hardship withdrawals requested on or after the scheduled Reading Day will be treated as a retroactive hardship withdrawal. Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final examination and/or final project. Students seeking a retroactive hardship withdrawal must initiate the withdrawal through the student’s Associate/Assistant Dean. If recommended for a hardship withdrawal, the grade will be changed to a W through the official Grade Appeal process involving a Change of Grade form for each course taken. (See Grade Appeal process, <http://www.westga.edu/handbook/> or Connection and Student Handbook, Appendix J.)

HARDSHIP WITHDRAWAL REQUEST PROCEDURE:

1)Completed Hardship Withdrawal Form 2)Written Statement explaining the reason(s) for the Hardship Withdrawal request 3) supporting documentation should be submitted to University of West Georgia Health Services Department. Health Services will review and send their recommendation to the Associate Dean for consideration of approval.

REASON *(Check as applicable)*

- _____ Medical/Physical Disability
- _____ Personal/Familial
- _____ Psychological
- _____ Other Reasons

Sample Supporting Documentation

- Physician’s report, including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendation
- Copy of divorce papers, police reports, obituaries other as relevant
- Memo from a Student Development Center counselor, letter from private psychological or psychiatric service, illness, dates.
- Appropriate Supporting Documentation

Student’s Signature

Date

Hardship Withdrawal Recommended

Associate Dean’s Signature

Date