



The Center for Academic Advising & Student Success (CAAS)

Hardship Withdrawal Procedures

Hardship withdrawals may be granted to students who find it necessary to withdraw from the college because of an emergency, a crisis, or unavoidable circumstances that impede academic progress. Circumstances warranting a hardship withdrawal may include death of a family member, a personal illness, illness of immediate family members, a personal injury, a fire, or some other disaster. **Students must submit an application for a hardship withdrawal within thirty (30) business days from the official last day of the semester for which the withdrawal is requested. Students are not eligible for hardship withdrawals in any course(s) in which they have completed course requirements (e.g., taking the final exam or submitting the final project). A hardship withdrawal is not applicable in cases in which a degree has been granted. Students are limited to only one hardship withdrawal during their matriculation at AMSC.**

Please Note:

- The credit hours attempted during the semester in which the student is applying for a hardship withdrawal are included in the Satisfactory Academic Progress (SAP) calculation.
- The hardship withdrawal might result in an adjustment of the student's financial aid award. The student will be responsible for the repayment of the unearned portion of the financial aid funds.

THE CENTER FOR ACADEMIC ADVISING AND STUDENT SUCCESS MUST RECEIVE THE FOLLOWING COMPLETED DOCUMENTS TO MAKE A DETERMINATION REGARDING A REQUEST FOR A HARDSHIP WITHDRAWAL:

- **Hardship Application:** Complete the Hardship Withdrawal Application and submit to CAAS.
- **Current Class Schedule:** Submit a printed or screen shot copy of your class schedule for your Hardship Withdrawal Term.
- **Letter of Request/Explanation:** Submit a typed letter to CAAS requesting a Hardship Withdrawal, describing your hardship, providing reasons for your request, and documentation supporting your request. (Your letter should be specific and factual).
- **Supporting Documents:** Submit supporting documents to CAAS that will verify the facts in your letter of request. (Examples of supporting documents: a letter from a physician or other healthcare professionals, medical records, court documents, a job termination or schedule change notice, funeral programs, etc.). Supporting documents should be submitted on company or office stationary and should include appropriate signatures and dates.
- **Atlanta Metropolitan State College Hardship Withdrawal Form:** The instructor or academic school dean/department head for each course from which you are attempting to withdraw must provide the last date of your class attendance and your grade status at time of withdrawal. Submit your completed form to CAAS.
- **Financial Aid Conference:** Since withdrawing from classes has financial aid implications, all students who are receiving financial aid are required to have a conference with a financial aid counselor.
- **Business Office:** The hardship withdrawal might result in an adjustment of the student's financial aid award. The student will be responsible for the repayment of the unearned portion of the financial aid funds.
- **Student's Deadline for Submitting All Documents:** Students are expected to apply for a Hardship Withdrawal during the semester that they experience the hardship, if possible. Requests for Hardship Withdrawals will be denied if all application documents are not completed and submitted to CAAS within thirty (30) business days from the official last day of the semester for which the withdrawal is requested.
- **Approval/Denial:** After careful consideration from the hardship withdrawal committee, CAAS will notify you by mail and your student email that your request has either been denied or approved. Approved hardship withdrawal decisions cannot be reversed.

All Applications and supporting documents should be emailed to CAAS: academicadvising@atlm.edu



The Center for Academic Advising & Student Success (CAAS)
HARDSHIP WITHDRAWAL APPLICATION

Name: _____ AMSC ID#: _____
Last First MI

Address: _____
City State Zip Code

Phone#: _____

This withdrawal request is for the following semester: _____

List courses (include course number):

Course #	Title of Course	Instructor's Name

Select which reason you are requesting this Hardship Withdrawal.

- Medical/Illness Death
 Other _____

The following documents are required to be turned in within 30 business days from the official last day of the semester for which the withdrawal is requested in order for application to be processed.

- Typed Letter of Explanation
- All Supporting Document(s)
- Complete Course Withdrawal Form
- Printed Course Schedule

Please initial the following statements:

_____ I understand that the credit hours attempted during the semester in which I am applying for a hardship withdrawal are included in the Satisfactory Academic Progress (SAP) calculation.

_____ I understand that a hardship withdrawal might result in an adjustment of my financial aid award and I will be responsible for the repayment of the unearned portion of the financial aid funds.

_____ I attest to the accuracy and truthfulness of this application and all supporting documentation.

Student's Signature

Date



ATLANTA METROPOLITAN STATE COLLEGE COURSE WITHDRAWAL FORM for HARDSHIP WITHDRAWAL

You are encouraged to discuss with your instructor your plans to withdraw before you submit this form. Listed below are the steps you must follow to initiate the withdrawal process:

1. Read the withdrawal policy in the College Catalog and the refund policy in the Schedule of Classes.
2. Complete this form electronically.
3. If you are a Dual Enrollment Student, you must meet with the Dual Enrollment Advisor.
4. Sign the document. Forms not signed will not be processed. Form must be submitted with your completed Hardship Withdrawal application.

Date _____ Term _____ Year _____ AMSC ID _____

Name _____ Phone Number _____
Last First Middle Initial

This is a student-initiated withdrawal from all courses.

SHADED AREA TO BE COMPLETED BY AMSC

CRN	Course Name	Course Number	Credit Hours	Last Date of Attendance	Passing at time of withdrawal? Y or N (To be completed by instructor)	Instructor's Name

If you received financial aid, indicate all type(s) received.

_____ Grant _____ Loan _____ HOPE _____ None _____ Other _____

Student-Initiated Withdrawal: I have read and understand the withdrawal policy in the Atlanta Metropolitan State College Catalog and the refund policy in the Schedule of Classes. I understand that incomplete applications for a hardship withdrawal cannot be processed.

For Office Use Only:

Student's Signature

Date

