



The Center for Academic Advising & 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 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 it to the Center of Academic Advising.
- **Current Class Schedule:** Submit a printed copy of your class schedule for your Hardship Withdrawal Term.
- **Letter of Request/Explanation:** Submit a typed letter to the Center of Academic Advising 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 the Center of Academic Advising 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 stationery and should include appropriate signatures and dates.
- **Atlanta Metropolitan State College Hardship Withdrawal Form:** The instructor or division dean/department head for each course from which you are attempting to withdraw must sign an Atlanta Metropolitan State College Hardship Withdrawal Form and provide the last date of your class attendance and your grade status at time of withdrawal. Submit your completed form to the Center of Academic Advising.
- **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. Be sure that a financial aid counselor signs your course withdrawal form.
- **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 the Center of Academic Advising 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, the Center of Academic Advising 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 should be turned into CAAS, Library/Administration Building 600, Room 308



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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 should meet with your instructor to discuss your plans to withdraw and obtain his/her signature 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 in ink and print clearly.
3. If you are a Learning Support Student, you must obtain the signature of a Learning Support counselor.
4. Obtain a signature from the Financial Aid Office, and the Registrar's Office, and Business Office
5. Once all required signatures have been obtained and the form has been completed, you must submit the completed form 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 THE INSTRUCTOR**

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 Signature

Financial Aid Received:

____ Grant ____ Loan ____ HOPE ____ None ____ Other _____
Signature – Financial Aid Office

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 can not be processed.

Student's Signature

Date

For Office Use Only: