SOUTHERN CRESCENT TECHNICAL COLLEGE

HARDSHIP WITHDRAWAL REQUEST

STUDENT INFORMATION

_____ _____ _____
Student's Name | Student ID Number | Date

REQUEST TO WITHDRAW FROM THE FOLLOWING _____ COURSES:
Semester

Course	Section	CRN	Course	Section	CRN

SOUTHERN CRESCENT TECHNICAL COLLEGE POLICY:

Students may request a hardship withdrawal after the official withdrawal ("W" date) deadline in the College Calendar. 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 Dean of the Department to which the student belongs. The student should be prepared to present documented evidence to substantiate the hardship being claimed.
- 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 Dean, for each course a student will receive a W.
- Hardship withdrawals requested on or after the term grades have rolled 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 Dean. If recommended for a hardship withdrawal, the grade will be changed to a W through the official Grade Changes process involving a Grade Change form for each course taken and/or a letter or memo from the Vice President of Academic Affairs to the Registrar.

RATIONALE FOR HARDSHIP WITHDRAWAL:

Student should indicate the reason(s) for requesting a hardship withdrawal and be prepared to provide supporting documentation:

REASON *(Check as applicable)*	**Sample Supporting Documentation**
_____ Medical/Physical Disability	Statement of support from instructors, physician's report – including name, address, phone, nature of illness or accidents, dates of treatment, prognosis, and recommendations
_____ Personal/Familial	Copy of divorce papers, police reports, obituaries, other as relevant
_____ Psychological	Memo from a Student Services counselor, letter from private psychological or psychiatric service – including illness, dates
_____ Other Reasons	Appropriate supporting documentation

_____ _____
Student's Signature | Date

Hardship Withdrawal Recommended ☐

_____ _____
Dean's Signature | Date

Revised 3/31/11