

Hardship Withdrawal - SA

Students may request a hardship withdrawal when the emergency or situation they are experiencing makes it impossible to continue in the course(s) for which they are registered. Examples that may warrant consideration are:

1. Serious injury or illness
2. Chronic illness
3. A medical issue of a family member in which the student has to become a part-time or full-time caretaker of that family member
4. A mental health condition
5. A sudden or consistent lack of transportation issue and
6. A significant cost of living increase.

Before requesting a hardship withdrawal, students need to understand the following:

- The hardship withdrawal process exists to help students in serious, unforeseen and extraordinary circumstances. Students who have found themselves academically unsuccessful or significantly challenged due to common transition and life issues are not considered for this process. Students are encouraged to speak with their faculty to try to work through academic issues, as well as utilize campus resources such as the college counselor and Academic Support Center.
- Hardship withdrawals can only be requested after the established withdrawal/drop period. A student wanting to withdraw before the established withdrawal/drop date must follow the regular withdrawal procedure.
- As a general rule, students are not eligible for hardship withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).
- Hardship withdrawals are typically processed as total or complete withdrawals from the college. Partial withdrawals must be approved by college administration who require substantial supporting documentation from a qualified medical or other appropriate professional. The required documentation must demonstrate how a student's particular situation impacted some, but not all, courses. There is no monetary refund for a partial withdrawal.
- A complete withdrawal from the college will qualify the student for a pro-rated refund if the withdrawal date is still within the allowable period in semester. Pro-rated refunds do not continue through the entire semester. With that in mind, all students who request a hardship withdrawal are instructed to contact the [Financial Aid](#) and the Student Finance offices to be informed about changes to their accounts, if any.
- Hardship withdrawals are processed according to the last date of class attendance. College administration will contact the course(s) instructor(s) to establish the last date of class attendance.

College administration review and make decisions regarding requests submitted by students who are currently enrolled. Students may be asked for an interview as part of the process. All decisions are communicated to students via the student's college email and appropriate administrative offices are notified.

Procedure for Requesting a Hardship Withdrawal

A student wishing to request consideration for a Hardship Withdrawal must submit the following to the Registrar or erin.c.schanfeldt@osfhealthcare.org :

- Hardship Withdrawal Request which includes a narrative of the reason for the request. This should include the specifics of what transpired over the semester, how the unforeseen issue impacted the student's ability to be academically successful for the semester, and what efforts the student has made to manage/resolve the issues, such as conversations with faculty, and any campus resources the student utilized to assist with management or resolution. The narrative should include what has now brought them to the point of requesting the withdrawal, and why the withdrawal is necessary. The narrative should also provide some information on what the student will do in the time they are away from the college which will manage/resolve the issue and thus allow for a successful return in the future. Requests for less than a complete withdrawal from the semester may be considered provided they include a detailed explanation of why the documented hardship impacted some courses and not others.
- Supporting documentation (see below). In all cases, the last date of class attendance must be included.
- Any additional documentation the student feels provides necessary information related to the withdrawal request.

Appropriate Documentation for a Hardship Withdrawal

Requests for withdrawal due to medical reasons will require documentation from a healthcare provider(s) and should include:

- the general nature of the medical issue and how/why it has prevented the student from successfully completing their coursework;
- the date of onset of medical issues;
- dates medical care was received;
- the follow up that is necessary for the student to successfully return to school, and the general timeframe of the anticipated return
- any other relevant information

This information may be submitted on the health care provider's letterhead and must be signed by the provider.

The documentation needed for other significant personal emergencies is dependent upon the nature of the extenuating circumstances. Students are asked to use their best judgment on providing verifiable documentation. Verification for significant personal emergencies may include:

- obituaries
- death notices
- police reports
- documentation from an immediate family member's medical provider