

# CLAYTON STATE UNIVERSITY

OFFICE OF THE REGISTRAR ■ 2000 Clayton State Boulevard ■ Edgewater Hall ■ Morrow, GA 30260-0285 ■ Phone: 678-466-4145 ■ Fax: 678-466-4169 ■ [www.clayton.edu](http://www.clayton.edu)

## Hardship Withdrawal Request

### Policy

Students who experience an unexpected event or circumstance beyond their control that directly interferes with their ability to continue to make satisfactory progress in class(es), such as serious illnesses or unexpected major life events, may petition the Dean of their major for a hardship withdrawal. In order to be considered for a hardship withdrawal, the student must have been passing the course at the time that the emergency or other hardship arose and notify his or her instructors or other University officials about the hardship situation as soon as possible after it arose (per University and BOR policy, —passing is defined as a grade of —D or above). Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate. **Students who attend class through the end of a term and complete all course requirements (i.e. final project or exam) are not eligible for hardship withdrawal.** Faculty will be required to attest to the passing status of all students requesting a hardship withdrawal. The faculty and dean may request documentation of the hardship. While the University will normally assume that the hardship will necessitate a withdrawal from all courses, the Dean will consider special situations on a case by case basis.

### Instructions:

1. A student desiring to be considered for a hardship withdrawal must first withdraw from the course(s) via the DUCK or in person in the Registrar's Office.
2. Submit the Hardship Request form to the dean of the school of your major as soon as possible after the hardship arises. Timeliness will be a factor in determining your eligibility for a hardship withdrawal.
3. Hardship withdrawals will only be considered prior to the last day of class. You may not file a hardship withdrawal once final exams have begun.
4. Eligibility – **you must be passing the course at the time of the hardship situation arose. If you have taken the final exam, you may not request a hardship withdrawal.**
5. Hardship refers to an unexpected event or circumstance beyond the student's control that directly interfered with the student's ability to continue to make satisfactory progress in class.
6. The following are examples of circumstances that do not constitute "hardship"; getting behind due to taking on more than one can handle, doing poorly in class due to inadequate background, difficult material, or poor time management; taking extensive time away from class for a personal situation that could have been handled more expeditiously with a minimum of class interference.
7. Hardship withdrawals will only be considered for the current semester. You may not retroactively request a hardship withdrawal for a previous semester.
8. If your request for a hardship is approved by your dean, your final grade in the course will be a W.
9. **REFUNDS** are not affected by the request for a hardship withdrawal. Refunds are issued only for a complete withdrawal in accordance with Board of Regents. The refund amount for a student withdrawing from the institution shall be based on a pro rata percentage not to exceed 60 percent. Students who withdraw after this point are not entitled to a refund of any portion of institutional charges. The refund schedule can be found on the Bursar's Office website.

Name \_\_\_\_\_ LakerID \_\_\_\_\_  
 Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Course	CRN	Instructor's Name	Instructor's Initials	Passing or Failing

**SHADED AREA WILL BE COMPLETED BY YOUR INSTRUCTOR. The instructor for each course must initial and indicate if the student was passing or failing at the time the hardship occurred.**

**Justification for Hardship Request:** Reasons must be succinctly stated in your own words below. Be sure to specify the date the hardship arose. Documentation from your physician, employer, etc. should be attached. Additional documentation and/or explanation may be required. You may attach additional sheets as needed.

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\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**OFFICE USE ONLY**

Approved \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_