



## Hardship Withdrawal

The Hardship Withdrawal request is filed if extenuating circumstances require students to withdraw from coursework **after the official drop date** for the term. The drop date can be found [here](#) on the Academic Calendar.

Students who experience an unexpected occurrence such as serious illness or major life event that interferes with their ability to complete their coursework in a given term may petition for a Hardship Withdrawal. Hardship situations must be non-academic in nature. Acceptable reasons for hardship withdrawals include health, military service, or job conflict. All extenuating circumstances must be fully documented. **All requests must be submitted no later than one week (7 days) after grades are posted.**

### [Hardship Withdrawal Request form](#)

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

Hardship withdrawals can only be requested after the official [withdrawal/drop period](#). A student wanting to withdraw before mid-term 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 may be approved but the student must provide required documentation that demonstrates 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. All students who request a hardship withdrawal are instructed to contact [Financial Aid](#) and the

[Bursar](#) to be informed about changes to their accounts, if any.

Students must meet the [Satisfactory of Academic Progress \(SAP\)](#) in order to receive financial aid for future terms. Standards of Academic Progress is measured by having a completion rate of at least 67% of all classes attempted, maintaining a 2.0 grade point average or better, and not going over the maximum hours for their program. If a student is not meeting these standards, the student may submit an appeal with Financial Aid.

- Hardship withdrawals are processed according to the last date of class attendance. The Dean of Students or academic administrator will contact instructors to establish the last date of class attendance.
- A student who files, or attempts to file a fraudulent application for a withdrawal to avoid a failing grade or disciplinary action will be considered in violation of the Dalton State College [Student Code of Conduct](#) and subject to conduct charges.

To request a hardship withdrawal, please complete the [Hardship Withdrawal Request form](#). Supporting documentation must be uploaded. A student may not apply for a hardship withdrawal in two consecutive semesters.

There are individual situations which may cause students to believe they should receive a hardship withdrawal. Often times these do not rise to the level of hardship. Two of the more frequently cited circumstances are a lack of knowledge by the student about the mid-point of the semester deadline for dropping classes and transportation failures. Neither of these reasons constitutes the basis for approval of a hardship withdrawal. Other circumstances may exist which also fail to reach the hardship standard.

The Dean of Students will review requests submitted by students. Final approval of the request will be made by the Provost and Vice President for Academic Affairs. All decisions are communicated to students via their DSC email, and appropriate administrative offices are notified.

Note: If it is determined by the Dean of Students that a student is not capable of completing this process, the student's parent, guardian, or legal next of kin may act on behalf of the student.