



Request for Hardship Withdrawal Form

Student Name: _____ Student ID: _____

Phone: _____ E-mail Address: _____

Term (Semester and year): _____ Date of Hardship Onset: _____

I am requesting a hardship withdrawal from: All classes for this term Only the following classes

Course Reference Number and Course Name	Instructor (if known)

South Georgia State College defines a hardship withdrawal as a non-academic circumstance which prevents a student from successfully completing a course. A hardship ordinarily applies to *all* courses undertaken in a particular term; however, SGSC treats each hardship request as a unique case. Hardship withdrawals must be filed within one year of the academic semester for which hardship status is sought.

Submit this completed form along with a letter providing detailed justification for your hardship request along with supporting documentation to the address, fax number, or email address above. Examples of supporting documentation include: for a serious illness or injury of the student, documentation from a physician on the physician's letterhead and signed by the physician indicating that the student is not able to complete his/her coursework; for a death in the immediate family, a verifiable obituary or death certificate; for a serious illness in the immediate family, documentation from a physician on the physician's letterhead and signed by the physician; for a workplace change, documentation from the employer on the company's letterhead.

Please note that withdrawing from 1 or more courses could have adverse consequences that include delayed graduation, the loss of eligibility for sports or other activities, and the loss or reduction of scholarships and financial aid. The Coordinator of Disability Services will verify the authenticity of the documentation and confirm passing grades for all classes. The Hardship Withdrawal Form and authenticated documents will be presented to the Hardship Withdrawal Committee for final consideration.

Please Note: The hardship withdrawal process cannot begin until the students' signed Hardship Withdrawal Request Form with the hardship onset date, letter of justification, and supporting documentation that validates the hardship has been received.

Student Signature Date

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Hardship Withdrawal: Approved Denied

VP for Academic Affairs: _____ Date: _____

Processed by: _____ Date: _____