

LATE SEMESTER HARDSHIP WITHDRAWAL

I. Policy Section

8.0 Students

II. Policy Subsection

8.23 Late Semester Hardship Withdrawal

III. Policy Statement

Grand Rapids Community College is committed to supporting students in achieving success in pursuit of their academic goals. When hardship, as defined in this policy, impacts a student's ability to succeed after the designated withdrawal period of the course(s), the College considers requests to obtain an administrative withdrawal from a course(s) to help reduce adverse impact on a student's academic record.

IV. Reason for the Policy

To provide a mechanism that protects a student's grade point average, without a refund, if they experience a hardship that hinders their ability to be successful.

V. Entities Affected by this Policy

Students

All Grand Rapids Community College Employees

VI. Who Should Read this Policy

Students

All Grand Rapids Community College Employees

VII. Related Documents

Catalog

Student Code of Conduct

Behavioral Intervention Team Charter

Tuition Refund Policy

Tuition and Fees Refund Appeal Application

VIII. Contacts

Policy Owner: Associate Provost of Student Affairs

IX. Definitions

Hardship - An event that causes significant suffering, or other extenuating circumstance which hinders attendance and/or academic performance during the semester (e.g. physical/psychological emergency, unplanned deployment, loss of

housing, death to dependent individual, unavoidable job change, or other unavoidable event that significantly prevents academic progress.)

X. Procedures

1. Students who seek to withdraw from the College because of a hardship after the College's defined withdrawal period must submit the online request form to the office of the Dean of Students (Request for Late Semester Hardship Withdrawal).
2. The request must contain supporting documentation verifying the nature of the situation, dates the situation occurred and an explanation of how the hardship affected the student's ability to be successful as a student. Sources of such documentation includes, but are not limited to, medical care providers, public safety units, or other entities with the ability to provide accurate and unbiased information related to the uncontrollable circumstances impacting student success.
3. The Dean of Students will establish a review team of two additional campus professionals (Professional Support Staff, Faculty, or Academic Administration) each academic year to make determinations as to whether the event and documentation supports a finding that the student was unable to be successful due to the occurrence of the or hardship.
4. The student's prior grade in the course will be reviewed and considered if the initial occurrence of the hardship began in the final 30% of the semester.
5. All requests for a Hardship withdrawal must be received in a timely manner but no later than the close of the business day on the following dates*: Fall Semester requests: January 31; Winter Semester requests: May 31; Summer Semester requests: September 30. *In the event these dates fall on a weekend or holiday, the last date for submission will be the following business day.
6. Students with known medical conditions that require accommodations should register with Disability Support Services before the start of the semester to determine appropriate accommodations.
7. Students who are granted a withdrawal because of a hardship will receive a 'DR' for those courses listed on the Request for Late Semester Hardship Withdrawal.
8. Refunds are not granted through the Late Semester Hardship Withdrawal process. A student must complete the Tuition and Fees Refund Appeal Application. Refer to the Tuition and Fees Refund Appeal Application for appeal guidelines, requirements and appeal review process.
9. Students granted a Late Semester Hardship Withdrawal should discuss the impact of withdrawal on the continuation of financial aid, scholarships, or other forms of educational support with the Office of Financial Aid. Students enrolled in selective admission programs should confer with the appropriate program administrator in their academic department to determine the process for returning to the program.

10. Students who wish to appeal the outcome of their request for Late Semester Hardship withdrawal may do so by submitting their appeal in writing to the Associate Provost of Student Affairs within 10 business days of notification of the initial finding. The decision of the Associate Provost of Student Affairs is final.

XI. Forms

Request for Late Semester Hardship Withdrawal

XII. Effective Date

November 2012

Revised - Effective Fall 2016

Revised - Effective Summer 2019

Revised - Effective Fall 2024

XIII. Policy History

Revised August 2013 to be consistent with Tuition and Fees Refund Policy

Reviewed/Revised and AGC approved, February 2016 to be consistent with Grading Policy 7.10

Reviewed/Revised and AGC approved April 2019 to remove prior language referencing medical and change name from Medical/Hardship Withdrawal to Late Semester Withdrawal.

Reviewed/Revised and AGC approved, August 2024 to clarify policy statement and align procedures/ownership with new Student Affairs divisional structure

XIV. Next Review/Revision Date

2026-2027