

## 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 their intellectual and extracurricular endeavors. When hardship, as defined in this policy, occurs after the College's designated withdrawal period, which prevents a student from successfully meeting the requirements of their individual course of study, it is the College's policy to consider requests for withdrawal from their courses to enable the student to recover from their particular situation.

### IV. Reason for the Policy

It is the goal of the College to foster an environment in which each student is able to fully pursue his or her academic goals. When a hardship, as defined in this policy, occurs after the College's designated withdrawal period, which prevents a student from achieving these goals, it is the intent of the College to provide a mechanism whereby the student may withdraw from their studies, and return to them when able.

### 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 Employee

### 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 Dean of Student Success and Retention

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 a written request to the office of the Associate Dean of Student Success and Retention (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 Associate Dean 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 Dean of Student Success and Retention within 10 business days of notification of the initial finding. The decision of the Dean of Student Success and Retention is final.

XI. Forms

Request for Late Semester Hardship Withdrawal

XII. Effective Date

November 2012

Revised - Effective Fall 2016

Revised - Effective Summer 2019

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.

XIV. Next Review/Revision Date

2023-2024