

# GRCC Late Semester Hardship Withdrawal Request

Grand Rapids Community College is committed to supporting students in achieving success. When a hardship, as defined in this policy, occurs after the college's designated withdrawal period and prevents a student from successfully meeting the requirements of their individual course of study, it is the college's policy (8.23) to consider requests for withdrawal from courses to enable the student to recover from their particular situation.

## General Information

For the purposes of this process, hardship is defined as an event that causes significant suffering, or other extenuating circumstance which hinders attendance and/or academic performance late in 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). In the unfortunate event that the hardship is a student death, this form can be completed by an immediate family member over the age of 18. An immediate family member is defined as a parent, spouse/partner, child, or sibling.

The Late Semester Hardship Withdrawal Request process is used only after the college's defined withdrawal period, which is currently after the **70% mark in the semester** - when students can no longer drop courses themselves. **If the 70% mark of the semester has not been reached then this process does not apply and you must initiate withdrawal through your Online Center account.**

An approved Late Semester Hardship Withdrawal Request replaces grades for requested classes with a DR (administrative drop). However, conditions of a hardship must still be presented for the request to be considered. The process does not approve requests for students who are simply dissatisfied with their grade(s) and are unable to drop courses themselves because it is too late.

**The Late Semester Hardship Withdrawal Request process does not provide refunds.** Approval does not provide reimbursement of tuition or fees. Requests for refunds are only accepted prior to the 70% mark and must be requested through the Cashier's Office process directly by completing their Tuition and Fees Refund Appeal Application after withdrawing from classes in your Online Center. Please refer to that form for guidelines, requirements, and the appeal review process.

## Deadlines

All requests for a Late Semester Hardship Withdrawal must be submitted after the 70% mark of the semester but no later than the following dates (unless the date is a weekend or holiday, in which case the due date is the next college business day):

- **Fall Semester – Jan. 31**
- **Winter Semester – May 31**
- **Summer Semester – Sept. 30**

## Late Semester Hardship Withdrawal Request Procedures

1. Students who seek to withdraw from the college because of hardship must submit a written request to the office of the Associate Dean of Student Success and Retention (Late Semester Hardship Withdrawal Request form). Submit completed form, with narrative and documentation, to the office for the Associate Dean of Student Success and Retention — see the submission instructions.  
**Your request will not be processed without a narrative and documentation, if available.**
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. Sources of such documentation include, but are not limited to:
  - Medical forms indicating hospitalization or decreased capacity to complete coursework.
  - Legal documents indicating inability to attend class or decreased capacity to complete course work (i.e. police/fire report, letter from attorney, court records, etc.).
  - Obituaries or other documents indicating death of immediate family member.
  - Other formal documentation related to the uncontrollable circumstances impacting student success.
3. You will be contacted if additional documentation is requested to make a decision regarding your request. If contacted, you will have 10 business days to supply additional documentation or your request will be considered a denial.
4. The Associate Dean will establish a review team 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 hardship.
5. Students who wish to appeal the outcome of their Late Semester Hardship Withdrawal Request may do so by submitting an 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.

**Student Information**

Student Name (Last/First/Middle Initial): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Phone: \_\_\_\_\_ GRCC Email: \_\_\_\_\_

Have you previously requested a Late Semester Hardship Withdrawal? (Please indicate semester.): Yes, Semester: \_\_\_\_\_ No

Did you receive Financial Aid (grants, loans, scholarships) or Veteran Benefits?: Yes No

**If so, a withdrawal may result in a need for you to repay money that was dispersed. It is your responsibility to investigate with appropriate campus offices.**

**Semester and Class Information**

Choose the semester for which you are withdrawing: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Summer \_\_\_\_\_

Course Prefix and Number	Credit Hours	Approximate Last Date Attended

**Statement of Circumstances**

Provide a brief narrative here, by email, or on a separate sheet:

**Required Signature**

By signing this form, I certify:

I understand this process is only for withdrawals past the 70% mark in the semester and there is NO refund with this process.

I understand there may be a Financial Aid or Veteran/Military Benefits impact. It is my responsibility to investigate and repay any funds owed.

I have provided a narrative and available documentation.

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Submission Instructions** You must return this form in one of the following ways:

**Scan/email OR deliver to:** antoinetteharrington@grcc.edu, 347 Student Center

**OR print and mail:** Student Success and Retention  
143 Bostwick Avenue, NE  
Grand Rapids, MI 49503-3295

**For information on file encryption go to:** [grcc.edu/SecurityDownloads](http://grcc.edu/SecurityDownloads)

**Under the Documentation heading, select:** 7Zip Encrypted File Archives

**STUDENT SUCCESS AND RETENTION OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Decision:      Approved      Denied  
Reason for Request:    Physical      Psychological      Death/Illness in Family      Economic      Other  
Comments:

Associate Dean/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Reviewers (please print):

**STUDENT RECORDS OFFICE USE ONLY**

Associate Registrar/Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Records Processor: \_\_\_\_\_ Date: \_\_\_\_\_