PETITION FOR HARDSHIP WITHDRAWAL

A student who is unable to complete a course due to hardship may use this petition for course withdrawal after a stated deadline. Hardship is considered to be an incapacitating injury or illness requiring extensive recuperation or a significant personal emergency such as the death of an immediate family member.

The hardship withdrawal process is not an alternative means to drop classes after the mid-point of the quarter, to remove or prevent unwanted grades, to resolve an academic matter, or to avoid an academic (e.g. academic integrity issue), financial aid, or conduct-related consequence (e.g. probation, sanctions).

Restrictions:
- Students are not eligible for a hardship withdrawal in a class in which they have completed the course requirements and/or taken a final exam.
- Conditions may be placed on those who receive a hardship withdrawal. These conditions are intended to assist the student in succeeding academically and/or addressing the issues that led to the hardship withdrawal petition. For hardships requiring support not available at Western, additional time away from the institution may be required.
- Appropriate University officials may be asked for additional information in order to consider your petition fully, and/or made aware of information you share if it’s helpful in providing support to you. Details about hardship withdrawal petitions are not typically shared with faculty.
- Repeated hardship withdrawal petitions are not typically granted.
- There is no appeal process for denied hardship withdrawal petitions. Denied petitioners are typically notified by email to the student’s Western account.
- Providing false information on a hardship withdrawal petition may result in its denial, reversal and/or in a violation of the Student Rights & Responsibilities Code.

CHECK LIST FOR A HARDSHIP WITHDRAWAL

☐ Submit the entire petition to the Office of Student Life, Viking Union 506, including the personal statement and verification. Petitions for partial hardship withdrawal should be submitted no later than 5pm on the Friday of the eighth week of the quarter in which the class (or classes) are being taken; petitions for partial hardship withdrawals that are submitted after the eighth week of the quarter will be given greater scrutiny. Full hardship withdrawals are considered through 5 pm on the last Friday of classes, week eleven, or prior to the final assigned work, whichever is first.

☐ Disability-related hardship withdrawal petitions (personal statement and verification) can be submitted to disAbility Resources for Students, Old Main 120.

☐ Include appropriate verification for hardships related to illness or injury includes the “Verification of an Incapacitating Illness or Injury” form or hospital discharge paperwork. Appropriate verification for significant personal emergencies may include obituaries, death notices, police reports, and/or documentation from an immediate family member’s medical provider.

☐ Contact Financial Aid (if you receive financial aid) to inquire about how an approved Hardship Withdrawal will affect your current and future financial aid. The impact on student financial aid may include the mandatory repayment of already disbursed funds.

☐ You will be notified by email regarding your hardship withdrawal petition; notification about any refund (if appropriate) is separate. Until you have received notification that your petition has been approved, you are responsible for all financial and other obligations – including financial aid – associated with your enrollment as a WWU student.

☐ An approved hardship withdrawal petition does not entitle a student to a refund for tuition or other charges. The Student Business Office (360-650-2865) is responsible for determining eligibility of refunds and disbursement, if your petition is successful. Refunds are calculated based on the last date of attendance. Full- and half-refund deadlines are published by the Registrar’s Office each term. A copy of “Important Dates and Deadlines” is available on the Registrar’s Office website.

Partial Withdrawals: Tuition will not be refunded for students whose credit load remains between 10-18 credit hours before and after course withdrawal(s).
WITHDRAWAL DUE TO HARDSHIP
Office of Student Life/Dean of Students Office
Location: Viking Union 506 ■ Phone: (360) 650-3706 ■ Fax: (360) 650-4355

Name ___________________________________________________________________ Student ID Number W-____________________

Permanent Address__________________________________________________________________________________________

City/State ___________________________________________________________________ Zip __________________________

Phone Number ___________________________ Non-Western Email ________________________________________________________________________________________________

Who Referred You? □ Student □ Faculty________________________ □ Staff ____________________________

Do you currently live in on-campus housing? □ Yes □ No

I am requesting a: [ ] FULL HARDSHIP WITHDRAWAL (from all classes)
[ ] PARTIAL HARDSHIP WITHDRAWAL (from one or more, but not all, classes)

For the following: QUARTER ____________________ YEAR 20___________

What was the last date you attended class(es)? ____________________ (if still attending, put today’s date)

When are you planning to return to Western? QUARTER ____________________ YEAR 20___________

If you are requesting a PARTIAL WITHDRAWAL, list the course number, CRN, and Professor for each class from which you would like to withdraw (do not complete this section if you are requesting a full withdrawal).

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You MUST attach your personal statement and completed care provider verification (for illness/injury) or other appropriate documentation (for significant personal emergency).

Student’s Signature __________________________ Date ____________________

This space is reserved for official use only

Petition: RECEIVED in OSL (date & initials) __________________________
GRANTED (date) __________________________ DENIED (date) __________________________

Staff Signature

Student Notified (date/method) __________________________

Other Notes ____________________________________________________________

_________ □ CASAS □ CG □ CR □ DIF □ DIS □ I/I □ MH

Registrar’s Office Notified (date) __________________________

Student Business Office Notification– Rec’d: ____________ R2T4: ____________ Adj.: __________________________

Revised 04/2016
PERSONAL STATEMENT
HARDSHIP WITHDRAWAL

All students requesting a full or partial hardship withdrawal are required to write a personal statement. The personal statement should further clarify the injury, illness, or significant personal emergency you have experienced. It is essential that you give accurate details about:

- The circumstances surrounding your hardship;
- The dates you were unable to attend classes due to injury, illness or significant personal emergency; and
- An account of how the situation specifically prevented you from completing your coursework.

If you are requesting a partial withdrawal, you must explain why the illness, injury, or significant personal emergency affected one or more – but not all – of your classes.

The information contained in your hardship petition and personal statement is confidential and will only be used in consideration for granting a hardship withdrawal. The personal statement will be seen by staff in the Dean of Students Office only (and/or disAbility Resources for Students staff for those requesting a disability-related hardship).

Name ___________________________ Student Number ___________________________ Date __________
CARE PROVIDER VERIFICATION
For Withdrawal Due to Hardship

Instructions for Student: Complete all pages of the hardship withdrawal petition and submit to your current health care provider (i.e., physician, psychiatrist, psychologist, or appropriate individual in the WWU Student Health Center or Counseling Center) for verification of the illness or injury that prevented you from completing your coursework for one or more classes. **The care provider must complete and sign the bottom portion of this form.** It is your responsibility to ensure that it is returned, along with your petition and personal statement, to the Office of Student Life. This form may be faxed to (360) 650-4355.

**Student Check [ ] Initial ____** I am requesting that my health care provider verify and release appropriate information to the Office of Student Life, in support of my petition for a Hardship Withdrawal. I understand and authorize release of health care information that may include: drug and alcohol abuse or dependency diagnoses and treatment; mental health information; pregnancy-related records; and/or sexually transmitted infections, including HIV.

Instructions for the Care Provider: The student, below, is requesting a late course or university withdrawal due to medical hardship. To consider the student’s request, verification of the illness or injury by a licensed health care provider is required. Prior to signing this, please review the completed hardship petition, including the personal statement, to ensure all information provided is consistent with the condition for which you saw/treated the student.

Print Student’s Name _________________________
Student’s Signature ____________________________ Date ______________

Date of Birth _____ / _____ / _____
Date of Diagnosis _____ / _____ / _____

Did the illness or injury occur prior to this quarter? _____ Yes _____ No
Was/is the condition, illness or injury potentially life-threatening? _____ Yes _____ No

Please note any other information that may helpful in considering this petition:

Care Provider Information: Name ________________________________
Title ________________________________
Health Care Facility/Office/Practice ________________________________
Signature ___________________________ Date ______________ Phone#__________________________

Office of Student Life/Dean of Students Office
Western Washington University
Office Phone (360) 650-3706 / Fax (360) 650-4355 / Email student.life@wwu.edu