

General Information:

Students may request a Hardship Withdrawal when a traumatic event prevents them from completing course work for the current semester. The possibility that a student will fail a course is not considered a hardship.

Some examples of Hardship Withdrawals are:

- a medical emergency that requires prolonged rehabilitation or hospital stay.
- injury, illness or death of an immediate family member.
- fire or other personal disaster.
- financial devastation such as loss of a job by the student or head of their household.
- Being seated on a jury for more than five days.

Hardship Withdrawals are indicated on the student's grade record as a "W".

Request for Hardship Withdrawals should be made before the last day of classes for the current semester.

Hardship Withdrawals can be requested only after the withdrawal/drop period.

A student wanting to withdraw before the withdrawal deadline must follow the regular withdrawal procedure.

As a general rule, students are not eligible for Hardship Withdrawals in courses in which they have completed the course requirements (e.g., sat for the final exam or submitted the final project/paper/portfolio).

There are individual situations which may cause students to believe they should receive a Hardship Withdrawal. Often, these do not rise to the level of hardship. Two of the more frequently cited circumstances are a lack of knowledge by the student about the mid-point of the semester deadline for dropping classes and transportation failures. Neither of these reasons constitutes the basis for approval of a Hardship Withdrawal. Other circumstances may exist which also fail to reach the hardship standard.

The Registrar's Office will receive and review requests submitted by students. Decisions are communicated to students via their CGTC email, and appropriate administrative offices are notified.

Note: If it is determined that a student is not capable of completing this process, the student's parent, guardian, or legal next of kin may act on behalf of the student. If the request is not approved, the student will receive the grade earned in the class.

Effect on your Financial Aid:

Students must meet Satisfactory Academic Progress (SAP) in order to receive financial aid for future terms. Standards of Academic Progress are measured by having a completion rate of at least 67% of all classes attempted, maintaining a 2.0 grade point average or better, and not going over the maximum hours for their program. If a student is not meeting these standards, the student may submit a SAP appeal with Financial Aid.

If your Hardship Withdrawal is approved, you will be withdrawn from all registered courses with a grade of "W" with the exception of classes that have already ended or classes for which the withdrawal deadline has not passed. A Hardship Withdrawal may have an adverse effect on your student loans, VA benefits/tuition assistance, or other forms of financial aid. You should contact Financial Aid (finaid@centralgatech.edu) to inquire how this withdrawal will affect your financial aid.

Supporting Documentation:

To request a Hardship Withdrawal, please complete the 4 sections of the attached *Hardship Withdrawal Request form* with supporting documents. Please email supporting documentation to registraroffice@centralgatech.edu. Examples of supporting documents are listed below.

- A. Hardship Withdrawals due to medical issues may include terminal illness, hospitalization, etc. Supporting documentation may include hospital admittance and discharge papers with dates. A dated letter from your Doctor about your medical care listing why your illness is preventing you from completing college. A letter must contain the doctor's contact information with a valid phone number.
- B. Hardship Withdrawals due to personal reasons may include death of an immediate family member or family member who is critically ill, loss of home due to fire, incarceration, etc. Supporting documentation for Personal Reasons may include official death certificate in addition to proof of relationship to the deceased. Proof that it is a hardship may include notarized forms, statements, obituary, hospital forms, letter from landlord, homeowner, mortgage company with contact information, indictment forms, etc.
- C. Hardship Withdrawal due to military reasons may include a change in duty station or a call to active military duty. Supporting documentation for military duty must include official orders with dates. Enlisting in the military is not an acceptable withdrawal reason.
- D. Supporting documentation for jury seating must be signed by a court official.
- E. Hardships due to financial reasons usually means job loss or other financial setbacks to the student or the student's head of household. Supporting documentation for financial reasons may include letter from an employer explaining your job changes or relocation, or unemployment forms proving job loss.

All supporting documentation will be verified; therefore, valid phone numbers must be included.

Review Process:

A panel consisting of Associate Dean of Academic Affairs, Financial Aid, and the Registrar's Office will review requests submitted by students. Final approval of the request will be made by the Registrar's Office. All decisions are communicated to students via their CGTC email, and appropriate administrative offices are notified.

The review process may take up to two weeks. However, upon approval, all courses will be withdrawn (with the exception of courses that have already ended) using the date of impact listed on the Hardship Withdrawal Request Form.

If the request is not approved, the student will receive the grade earned in the class.

If you have any questions, please email registraroffice@centralgatech.edu.

Please complete all four sections of the form. Incomplete requests will not be processed. You will be notified by your CGTC student email of the decision. Submit the completed form and all documentation to registraroffice@centralgatech.edu. A decision will be made 2 weeks from the date this form and documentation is received.

Section I

First Name: _____ Last Name: _____

Student ID Number: _____ Phone Number: _____

Street Address: _____ Apt/Lot/Suite: _____

City: _____ State: _____ Zip Code: _____

Student Email: _____@student.centralgatech.edu

Term/Year of withdraw Request (ex. Fall/2020): _____ Date of Impact/Hardhip: _____

Section II

Please select the type of Hardship Withdrawal you are requesting. To process your request, you must provide supporting documentation. See the instruction page for a list of acceptable documents.

Note: when submitting supporting documentation, please provide correct phone numbers so all information can be verified.

Medical:

Hospitalization, critical illness, or other medical related reason.

Personal:

Death in the family or family member who is critically ill, incarceration, loss of home due to fire, etc.

Military Duty:

Reassignment of duty station, call to active duty, etc.

Extended Jury Selection:

Selected for Jury Duty which lasts for more than 5 days.

Financial:

Loss of job, your head of household facing financial issues, etc.

Section III

By signing this form, you understand that you will be withdrawn from ALL registered courses for this term with the exception of courses that have already ended. You understand that it is your responsibility to contact the Financial Aid Office to find out about adjustments to your account. You also understand that a Hardship Withdrawal may have an adverse effect on your student loans, VA benefits/tuition assistance, or other forms of financial aid. Contact Financial Aid at 478-757-3422 or 478-988-6871 or finaid@centralgatech.edu.

Student Signature: _____ Date: _____

For office use only:

Date Submitted: _____ Documentation Received: Yes No

