Medical and Hardship Withdrawal Information Sheet

Students may request a Medical Withdrawal when the student experiences a medical emergency or serious health condition which prevents them from completing their course work for the current semester.

Students may request a Hardship Withdrawal when he/she has experienced an unexpected occurrence in their life that requires that he/she withdraw from all classes for the semester. A Hardship Withdrawal would include but not be limited to the following examples: an medical emergency that requires prolonged rehabilitation or post-op time, crisis or unavoidable circumstance such as the injury, illness or death of an immediate family member, a fire or other personal disaster, financial (loss of job by the student or head of their household or employer-initiated job change).

Medical Withdrawals are indicated on the student’s record as WA. Hardship Withdrawals are indicated on the student’s record as a WH.

1. Requests for a medical or hardship withdrawal should be made before the last day of classes for the current semester.
2. Requests for previous semesters from which a grade has already been assigned requires additional documentation and the professor for each course must be willing to complete a Grade Change Form.

How to Apply

1. Read this Medical and Hardship Withdrawal Information sheet and Frequently Asked Questions completely. You are responsible for reading and understanding the Adding, Dropping and Withdrawing from Courses policy before submitting an application.
2. Compete and sign a Medical Withdrawal Application Form or a Hardship Withdrawal Application Form.
3. For Medical Withdrawals please forward the Medical Withdrawal Provider Form to the physician and/or clinician currently treating you.
4. For Hardship Withdrawals, type and sign a personal statement including the following:
   - What is the nature of your hardship situation?
   - When did your hardship begin or occur?
   - How does your hardship issue prevent you from completing your coursework for the semester?
5. You may also submit official documentation that supports your request. Examples could include, but not limited to the following: 1) copy of your hospital records, 2) a signed statement by your physician explaining your need for prolonged treatment, 3) statement by your family member’s physician stating why you need to be the family member’s caretaker for extended period of time, 4) proof of accident or injury such as an accident report, police report, court records, or similar dated legal document, 5) copy of death certificate or funeral program with date, 6) letter
6. Submit all of the above items as a complete application packet. Keep a copy for future reference. Your application will not be processed until all documentation listed above is received:

   Packets can be mailed to:  
   Mrs. Gina Thurman  
   Assistant Dean of Student Life  
   Bellevue Hall, Summerville  
   1120 15th Street  
   Augusta, GA 30912

   Or faxed or emailed to:  
   Mrs. Gina Thurman  
   706-667-4755  
   deanofstudents@augusta.edu

Application Deadline

The application and documentation for a medical or hardship withdrawal must be received before the last day of class for the semester.
Office of the Dean of Student Life
Medical and Hardship Withdrawal

Policy and Process Information

Required Documentation

Medical Withdrawal
- The Medical Withdrawal/Psychological Withdrawal Request Health Provider Form must be completed, signed, and submitted by a licensed healthcare professional (for example: physician, psychologist, or psychiatrist).

Hardship Withdrawal
- Official and/or notarized forms, documents, or correspondence from a state agency, a governmental entity, or reputable business.
- Death certificate, funeral program, and/or obituary with the deceased name, date of death, and funeral home contact.
- A letter from an employer or supervisor on company letterhead stating mandatory job change(s) and date(s) of the change(s). The letter should include the name, title, and phone number of the company representative who can verify the authenticity of the letter, preferably a human resources professional.

All documentation is subject to verification by the Office of the Dean of Student Life. If false documentation or misrepresented information is submitted, you will be referred for an alleged violation of the Student Code of Conduct and your request will be denied.

Requests for a partial withdrawal
A Medical or Hardship withdrawal normally applies to all courses for the semester, but in exceptional cases, a withdrawal may be granted for some but not all of the courses. To have a request for a partial withdrawal considered, you must clearly explain and demonstrate, through appropriate documentation, how and/or why your non-academic issues impacted only a portion of your coursework. Poor academic performance is not a reason for a partial withdrawal. You should consult with your professor(s) to discuss these types of matters.

Incompletes
An incomplete (I) indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course and has a reasonable expectation of successfully completing the course within one semester. The professor of the course must agree to an Incomplete and must complete a form to assign the incomplete grade and include justification. A student who has received an “I” grade has one additional semester to complete the required work to receive a final grade. Any incomplete grade not removed after the next semester will be converted to an “F” grade.

Medical Withdrawal Committee
The Medical Withdrawal Committee will review the request and approve a medical withdrawal. Additional documentation may be requested by the Committee. The Committee includes the Assistant Dean of Students, the Director of Student Counseling & Psychological Services (a licensed psychologist), and the Director of Student Health Services (a licensed physician).
Returning to School

In order to return to school following an approved medical withdrawal, the **Re-Enrollment Provider Form** must be completed by your healthcare professional and submitted to Medical Review Committee. This form can be found on the Medical/Hardship Withdrawal site.

**Important Considerations**

Students withdrawing from any or all of their classes should be aware that a reduction of their course load may affect other aspects of their academic and campus life, and they should contact these offices prior to submitting the withdrawal request to discuss any potential impact.

- Student Financial Aid, including the HOPE Scholarship: Financial Aid 706-737-1431
  - Satisfactory Academic Progress – SAP
- Athletic eligibility: 706-729-2450
- University Housing: 706-729-2300
- Veterans Benefits: Military and Veteran Services 706-729-2255
- Immigration status for International Students – International and Postdoctoral Services 706-721-0670

*It is the responsibility of the student to contact other offices, such as Financial Aid, to determine the impact of a withdrawal to their other University services.*

**Frequently Asked Questions**

**Is it guaranteed that my Medical or Hardship withdrawal will be approved?**

There is no guarantee that a request will be granted. Requests are reviewed by the Medical Withdrawal Committee on a case by case basis and must be supported by documentation to be considered and approved.

**How will my Financial Aid or Account Balance be impacted?**

A Medical or Hardship Withdrawal is not intended to clear or decrease your account balance, entitle you to receive a refund, or cancel your obligation to repay tuition and fees and/or awarded financial aid for the semester in which you receive a withdrawal. Students requesting a Medical or Hardship Withdrawal should consult with the Office of Financial Aid to identify the impact of a Withdrawal on their Student Account and/or eligibility to receive Financial Aid in subsequent semesters.

**What will happen to my grades?**

If a Medical or Hardship Withdrawal request is granted, you will receive a grade of WA (Administrative Withdrawal) or WH (Health Withdrawal). If you have voluntarily withdrawn or have been administratively withdrawn for nonattendance or nonpayment, you are *not* eligible to receive a Medical or Hardship Withdrawal.

Grades of WA or WH do not count against the five course withdrawal limit. Grades of WA or WH allows the student to withdraw from the course without an academic penalty.

**Should I take my finals?**

The Adding, Dropping and Withdrawing from Courses policy does not specify if a student should take final exams. However, the Medical and Hardship Withdrawal procedures state that a student must have a non-academic situation which prevents them from completing their coursework. If a student completes the semester and takes exams, the Medical Withdrawal Committee normally rules that a student has completed the semester and is not retroactively eligible for a Medical Withdrawal from that semester.
**Will my application be kept confidential/private?**
The decision that you are requesting a withdrawal is shared with the Office of the Registrar and your instructors for processing purposes. The nature of the issues will only be disclosed as “medical” or “hardship.” Your personal statement and all confidential documentation will not be shared with others except for the three members of the Medical Withdrawal Committee as listed above unless you give permission or your situation poses an immediate threat to yourself or others. This includes, but is not limited to: family, friends, students, or university officials.

**Am I required to sit out a semester/can I sit out a semester?**
Students are not required to sit out a semester; however it is important to analyze your situation to determine the likelihood of your situation impacting classes the next semester. Please refer to the *University Catalog* for information on Former Student Readmission Requirements for students who have been not been enrolled for three consecutive semesters.

**Can I return to school after a Medical or Hardship Withdrawal?**
Students approved for a medical withdrawal may require a clearance to return to school. Your healthcare professional must fill out the Re-Enrollment Provider Form. A hold will be placed on the student’s record until the form has been submitted and approved. Students approved for a hardship withdrawal can return with no restrictions.

*It is the student’s responsibility to withdraw officially in accordance with university regulations as printed in the Augusta University Catalog.*