PETITION FOR HARDSHIP WITHDRAWAL

A student unable to complete a course/quarter due to hardship may petition for a hardship withdrawal. A hardship is an incapacitating injury or illness requiring extensive recuperation, or a significant personal emergency such as the death of an immediate family member. This petition 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 student conduct-related consequence.

Please review the following information prior to submitting a petition
- 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. Such conditions are intended to assist the student in succeeding academically and/or addressing the issues that led to the petition. For hardships requiring ongoing support not available at Western, additional time away from the institution may be required. Appropriate Western staff, including the Directors of the Counseling Center and Student Health Center, may be consulted in determining conditions.
- 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 is helpful in providing support to you. Details about hardship withdrawal petitions are not typically shared with faculty.
- Petitions due to sexual harassment, sexual violence and/or assault may be shared with Western’s Equal Opportunity Office unless accompanied by a care provider verification with CASAS.
- Repeated hardship withdrawal petitions are not typically granted.
- There is no appeal process for denied hardship withdrawal petitions. Denied petitioners will be notified via the student’s Western email account.
- Providing false information on a hardship withdrawal petition may result in its denial, reversal and/or in a violation of the Student Conduct Code.
- The impact on student financial aid may include the mandatory repayment of already disbursed funds. Contact Financial Aid (if you receive financial aid) to inquire about how an approved Hardship Withdrawal will affect your current and future financial aid.
- 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) in Old Main 110 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).
- Questions about the effect a hardship withdrawal will have on a scholarship should be directed to the Scholarship Center (360-650-3471) in Old Main 285.

CHECK LIST FOR A HARDSHIP WITHDRAWAL

☐ Submit the entire petition to the Office of Student Life, student.life@wwu.edu, including the personal statement and verification. Petitions for partial hardship withdrawal should be submitted no later than 5 pm 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.

☐ Consider including appropriate verification for hardships related to illness, injury or mental health via the Care Provider Verification form. Verification for significant personal emergencies may include obituaries, death notices, police reports, and/or documentation from an immediate family member’s medical provider.

☐ 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.