

Academic Hardship Withdrawal Petition (due by the last day of the quarter)

Financial Aid Students:

You could owe tuition regardless of the petition outcome. Consult the Financial Aid office BEFORE you submit this petition or withdraw from classes.

Greetings,

Consider the Academic Hardship Withdrawal Petition when you have an unavoidable circumstance preventing you from completing your class or classes because of:

- An unanticipated medical emergency
- A call to active military duty
- Or, a major life difficulty (tuition refunds are not available)

Please note that lack of awareness of deadlines, registering incorrectly via the Web, and negative GPA impact are not considered as extenuating circumstances.

Prior to submitting a petition we ask that you consider other options.

Talk to your instructor. Letting your instructor know of your situation is a courtesy and they won't wonder what happened to you. In addition to informing your instructor you should discuss the possibility of receiving an incomplete grade, if you have completed most of the coursework. This would allow you to complete the requirements of the class at a later date. Another option to consider is to change course grading to Satisfactory/Unsatisfactory or to course audit at the Registration Office (LDC102). Neither of these options will hurt your GPA while both allow you to continue to attend the class. By earning an "S" grade you receive credit but the course might not count for the same graduation purposes. Meet with an advisor to determine how this could impact your plan to graduate. Switching your grade to an audit allows you to continue in the class but you don't receive credit and it could impact your financial award. See Entry & Advising before switching to audit grading and Financial Aid if applicable to you.

Approval Process:

1. Your petition and documentation must be turned into the Registrar's Office (LDC102) by the last day of the quarter.
2. Your instructors will be contacted to verify attendance and/or performance in classes.
3. A "W" is posted on your transcript if the petition is approved.
4. You will be notified of the decision by letter. Please make sure we have your current address on file by checking online at <http://www.ctc.edu/~whatcm/>

Academic Hardship Withdrawal Petition _____ Quarter, 20_____

Name _____ Student ID Number _____

Student Address: You will be sent a letter to your home address with the petition outcome. Please verify your current address by going to <http://www.ctc.edu/~whatcm/> and clicking the "Update Contact Information" link.

Pick an Option and Complete All Steps:

Option 1. **Medical Emergency**

1. I have considered and or discussed with my instructor taking an incomplete
2. Select one: I do not seek a tuition refund I seek a tuition refund (Financial students may still owe tuition if approved),
3. I have notified Financial Aid if applicable
4. My physician's statement on letterhead is attached
5. My physician signed the petition
6. My extenuating circumstances are described in the petition
7. I completed and signed the petition

Option 2. **Call to Active Duty Military**

1. I seek a tuition refund or, I do not seek a tuition refund
2. I have attached a signed add/drop form listing the classes I want dropped*
3. My military orders or a letter from my commanding officer are attached
4. I completed and signed the petition

Option 3. **Non-medical or Non-military hardship.** Tuition refunds are not available.

1. I described my extenuating circumstances
2. I included 3rd party supporting documentation
3. I signed the petition

OFFICE USE ONLY

Hardship Withdrawal: [approved] [denied]

Tuition Refund: [approved, _____ %] [denied] [not applicable]

Registrar

Date

Comments _____

Physician's Attestation

Whatcom Community College has a withdrawal policy that allows students who have experienced a serious, debilitating physical/mental medical condition that makes it physically impossible for them to complete the quarter to withdraw from all classes and request a refund of tuition. This policy is designed to allow for unanticipated situations that prevent a student from completing his/her academic obligation.

The HW petition is not intended for short-term illnesses or for chronic or otherwise known conditions that pre-existed the beginning of an academic quarter; however, exceptions can be made if the known condition has been successfully managed previously and the incident causing withdrawal can be verified as a flare up or one time occurrence due to extenuating circumstances.

I have read the above information and understand the purpose of this request, as well as the serious nature associated with altering a student's permanent academic record and refunding tuition paid.

Physicians Signature

Date

3rd Party Medical Hardship Documentation Request:

Attach a separate statement **on office letterhead** from your physician. The statement must include:

1. Student's name.
2. Physician's name and signature.
3. Date student consulted with or sought treatment and duration of illness.
4. Brief statement of medical situation and why it prevented the student from continuing school attendance for the remainder of the academic term.

Student's Statement

Describe the extenuating circumstances which require your withdrawal from classes. Include the instructor's response to an incomplete option.

Classes to be dropped, please list classes even if you've already dropped the class.

Item #	Course	Section	Credits
--------	--------	---------	---------

--	--	--	--

--	--	--	--

By the last day of the quarter you must submit a completed Hardship Withdrawal Petition and supporting documentation.

Student's Signature

Date