

*This form can be used by a student to withdraw from a class who has experienced extenuating circumstances beyond the student's control that have impacted the student's ability to achieve the objectives of the course.*

This form should only be used after the course withdrawal date (75% of the course). Before this date, it is in the student's best interest to withdraw in Student Planning on Basecamp. The withdraw date is specific to each course, please refer to your course syllabus.

**Student Information:**

Last Name	First Name	MI	Student ID
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**General Information**

Hardship is defined as an extenuating circumstance sufficient to impact the student's ability to achieve the objectives of a course. Only one hardship withdrawal request will be considered per student per academic year. Hardship withdrawal requests will only be considered when submitted within 12 months of the extenuating circumstance, after 12 months they will not be accepted.

The Student must include a written statement clearly explaining the reason for the Hardship Withdrawal Request. The statement must explain:

1. What the extenuating circumstance is/was and when it occurred
2. How the extenuating circumstance impacted the student's ability to complete the course
3. How the extenuating circumstance prevented the student from dropping the class before the withdraw date.

The Student must provide additional documentation from an external source to support their request. Examples of extenuating circumstances and the supporting documentation required include:

- Medical (Letter from medical provider on official letterhead)
- Death of immediate family member or explanation of relationship if not a direct family member (obituary or death certificate)
- Court Order (court order)
- Divorce (divorce decree)
- Homelessness (eviction notice)
- Other extenuating circumstance of similar severity

Situations that are not considered a hardship include the following examples (list is not exhaustive):

- The student dislikes the professor, course, or method of instruction
- The student finds the course too difficult
- The student has changed major and no longer needs the course
- The student has taken on more obligations than they can handle

Hardship Withdrawals will automatically be denied for the above and following reasons:

- The Student never attended the course
- The Student was unable to drop/withdraw before the withdraw date due to a financial hold
- If there is a course dispute investigation

Students that have a financial hold on their account, cannot be withdrawn from a class – The student must contact the Business Office to resolve the hold before submitting this form.

The Registrar will review Hardship Withdrawal Requests. The student will be notified of the decision via email.

Students withdrawn from a class for hardship reasons will receive a grade of "AW" - administrative withdrawal. This is recorded on the student's transcript and is calculated in attempted hours.

A Hardship Withdrawal that has been denied may be appealed. However if the appeal is also denied the decision is final. A student can submit a request for an appeal to [registrar@coloradomtn.edu](mailto:registrar@coloradomtn.edu) within 10 days of receiving the denial notification.

**Student Information:**

Last Name	First Name	MI	Student ID
CMC Email	Phone Number		

**Courses for Administrative Withdrawal**

Course Number	Course Title	Semester/Year	Credits	Last date of attendance

**I understand this hardship withdrawal request does not initiate or impact course charges and/or refunds for the courses listed above.**

**Resources** – please read and check the boxes to acknowledge that you understand the following:

[Disability Services](#) –I understand that, depending on the nature of my hardship, I may be eligible for disability services that would enable me to stay in class and finish the semester.

[CMC Cares](#) – I understand that I can report a concern, and have the option to request a counselor or health services to follow up. Common reports include: Anxiety, Depression, death of a family member or friend, peer/romantic relationship issues, roommate/housing issues, and medical issues.

[Counseling](#) – I understand that College Counselors are prepared to assist with personal problems. Counselors work with several professional agencies and can make referrals to these agencies if necessary.

[Financial Aid](#) – If I am withdrawn from a class for hardship reasons I will receive a grade of “AW” - administrative withdrawal. Administrative Withdrawal (AW) can affect financial aid eligibility. I understand that I am responsible for discussing this request with my Financial Aid Specialist.

[Academic Advising](#) –I understand that I am responsible for discussing this hardship withdrawal request with my academic advisor or college counselor, in terms of how it might affect my program completion.

**Written explanation for Hardship Withdrawal Request:**

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Supporting Documents attached.

By signing this form, I give the Registrar permission to contact my professors regarding withdrawal from the listed courses.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Request Approved**

**Request denied (reason)** \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

Colleague

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