

**SOUTH GEORGIA STATE COLLEGE
REQUEST FOR HARDSHIP WITHDRAWAL FORM**

The South Georgia State College Catalog defines a hardship withdrawal as a non-academic circumstance which prevents a student from successfully completing a course. A hardship ordinarily applies to *all* courses undertaken in a particular term; however, SGSC treats each hardship request as a unique case.

Students must provide a statement explaining the circumstances along with supporting documentation such as the following: for a serious illness or injury of the student, documentation from a physician on the physician's letterhead and signed by the physician indicating that the student is not able to complete his/her coursework; for a death in the immediate family, a verifiable obituary or death certificate; for a serious illness in the immediate family, documentation from a physician on the physician's letterhead and signed by the physician; for a workplace change, documentation from the employer on the company's letterhead.

Submit the completed Hardship Withdrawal Form and supporting documentation to the Coordinator of Student Support Services. Forms may be submitted to the administrative offices at any campus location to be forwarded to the Coordinator of Student Support Services. For convenience, these forms can be mailed to South Georgia State College, Coordinator of Student Support Services, 100 West College Park Drive, Douglas, GA 31533 or faxed to 912-260-4459. If you have questions, please call the Coordinator of Student Support Services at 912-260-4435. The Coordinator of Student Support Services will verify the authenticity of the documentation and confirm passing grades for all classes. The Hardship Withdrawal Form and authenticated documents will be presented to the Hardship Withdrawal Committee for final consideration.

Please note that withdrawing from 1 or more courses could have adverse consequences that include delayed graduation, the loss of eligibility for sports or other activities, and the loss or reduction of scholarships and financial aid.

Hardship withdrawals must be filed within one year of the academic semester for which hardship status is sought.

The hardship withdrawal process cannot begin until the students' signed Hardship Withdrawal Request Form with the hardship onset date and the supporting documentation has been received and verified.

Student's Name: _____ Phone: _____

Student's Identification Number: _____ Term: _____
(List Semester and Year)

Student's Email: _____ Date of Hardship Onset: _____

Course Prefix (example: ENGL)	Course Number (example: 1101)	Course Instructor's First & Last Name

Justification for this request: (Attach required documentation that validates the hardship)

Signature of Student: _____ Date: _____

Hardship Withdrawal: Approved _____ Denied _____

VP for Academic Affairs: _____ Date: _____

Processed by: _____ Date: _____