Western Michigan University
Faculty Senate
Memorandum of Action

MOA – 19/13

Revision to the Appeal for a Hardship Withdrawal Procedures for Erroneous Third-Party Documentation

Name of Council(s)/Committee(s):
Professional Concerns Committee

Approval Date:

Implementation Date:
Upon Administrative Approval

Responsible Office(s) and Responsible Enforcement Official(s):
Office of the Ombudsman

RECOMMENDATION:
Revise the Appeal for a Hardship Withdrawal procedures to account for erroneous third party documentation.

Rob Eversole, Chair, Professional Concerns Committee

[Signature] 11-20-19

Richard A. Gershon, WMU Faculty Senate President

[Signature] 2/6/2020

Jennifer P. Bott, Provost and Vice President for Academic Affairs

[Signature] 3/20/2020

Edward B. Montgomery, WMU President

[Signature] 3/20/2020
RECOMMENDATION
Revise the Appeal for a Hardship Withdrawal procedures to account for erroneous third party documentation.

RATIONALE/PURPOSE
The Grade Appeal and Program Dismissal Appeals Committee (GAPDAC) is responsible for making decisions for students requesting an Appeal for a Hardship Withdraw. The appeal is comprised of a completed hardship withdraw form, a detailed personal statement, and third party documentation to substantiate the hardship.

In rare cases, the committee makes their decision based on erroneous or lacking third party documentation. Example: committee reviews an Appeal for a Hardship Withdraw and the appeal is denied based on the committee's determination that the student could have withdrawn on their own prior to the end of the student-initiated withdraw period. Once the student is informed of the denial, they indicate that due to their immigration status, they were not allowed to withdraw from the course(s) during the semester.

In such cases, additional documentation would be provided and the committee's decision may change based on having been made without all the pertinent documentation. The purpose of this MOA is to allow those appeals to go before the committee for re-evaluation based on documentation that renders the original decision erroneous.

STAKEHOLDERS
All WMU students.

HISTORY:
 a) Effective date of current version: April, 2011
 b) Date first adopted:
 c) Revision history:
 d) Proposed date of next review:

ACTION ITEM (to be used for action items recommended without a policy)
APPEAL FOR A HARDSHIP WITHDRAWAL
(Effective Summer I, 2011 and beyond)
Permission to withdraw from a course after the student-initiated withdrawal period has passed may be granted ONLY for hardship circumstances beyond your control that limited your ability to perform normally in the course. Hardship may include (but not be limited to): severe physical or mental illness; injury of student or close family member; death of a close family member; act of violence; erroneous documentation pertaining to a previous appeal, and exigencies of military service (where established procedures are not applicable). Examples of situations NOT considered a "hardship" include (but are not limited to): student dislikes course, teaching method or professor; student considers course too difficult; student has taken more academic or other obligations than student can handle; change in major so course no longer needed; financial constraints; any situations of resolved or unresolved academic integrity charges.