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**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; 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 on 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.

A **statement from you** and **documentation** verifying the extenuating circumstances **MUST** accompany your appeal for a hardship withdrawal. When the appeal form, statement, and documentation are received, a Hardship Assessment Panel will review your case and render a decision. Your appeal **CANNOT** be reviewed until all information (appeal form, type-written statement, and documentation) is received by the Office of the Ombudsman. **International students are strongly urged to meet with the Office of International Admissions and Services for further direction. If you are a financial aid recipient and withdraw from some or all of your classes, the outcomes may include loss of future financial aid eligibility, reduced aid awarded for the semester, or required return of refunded aid. Communication with the Student Financial Aid office is strongly recommended.**

**PLEASE NOTE:** Except for documented and exceptional circumstances, **hardship appeals will not be accepted more than one year after the end of the term or session for which the hardship was documented**. All petitions filed after the one year timeline must be granted an exception by the Office of the Provost prior to consideration by the Hardship Assessment Panel. The Office of the University Ombudsman will facilitate the exception process.

The decision to grant a hardship withdrawal is made by the Grade Appeal and Program Dismissal Appeals Committee (GAPDAC). **Appeals are reviewed in the order received and results may take up to 6-8 weeks.**  **ALL DECISIONS OF GAPDAC ARE FINAL AND NOT SUBJECT TO APPEAL!**

**Please follow the instructions listed below:**

1. Complete this 2 page form (if appealing for more than one semester, a separate form is required for each semester).
2. Type a statement explaining the circumstances you experienced. **Be sure to sign the statement.**
3. Supporting documentation **certifying your circumstances** **MUST** accompany your appeal.
4. Results of the appeal will be sent to you via the email address you provide below. **Please print your email address legibly.**

Please submit your hardship withdrawal information to:

**Office of the Ombudsman** **Office 2420, Faunce Student Services Building**

**Western Michigan University Phone: (269) 387-0718**

**1903 W. Michigan Avenue** **FAX: (269) 387-0716**

**Kalamazoo, MI 49008-5295 ombd\_info@wmich.edu**

**Is this grade the result of academic integrity charges? Yes \_\_\_ No \_\_\_ Did you ever attend this course? Yes \_\_\_\_ No \_\_\_\_**

**Have you consulted with Financial Aid? Yes \_\_\_\_\_\_ No \_\_\_\_ N/A \_\_\_ International Student Services? Yes \_\_\_\_ No \_\_\_\_ N/A \_\_\_\_**

**Have you previously appealed to withdraw from these courses for this year and semester? Yes \_\_\_\_\_ No \_\_\_\_**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Currently Enrolled Student? YES  NO 

Semester (check):  FALL  SPRING  SUMMER I  SUMMER II Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Department** | **Course Number** | **Department** | **Course Number** | **Department** | **Course Number** |
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**Results of the Committee are Final!** Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***TWO-SIDED FORM – please turn over & sign***

*Revised with PCC approval: December 2, 2014*

***By Engaging in the Hardship withdrawal process I give the Office of the University Ombudsman / Western Michigan University permission to share submitted materials with a 3-person GAPDAC panel for review. If approved, I give the Office of the Ombudsman permission to share the results with the Registrar’s Office.***

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**Signed Date**