Hardship Withdrawals

Hardship Withdrawals may be granted to students who find it necessary to withdraw from classes because of an emergency, a crisis, or an unavoidable circumstance that seriously impedes the student’s ability to make academic progress. Circumstances warranting a Hardship Withdrawal may include death of an immediate family member, a personal or family member’s illness, an injury, or some other crisis. Documentation verifying the hardship must be submitted in support of the request for withdrawal.

Before mid-semester, students may withdraw from classes without failing through the College’s course withdrawal procedure. However, after mid-semester, course withdrawal without failing will be granted only for hardships through the College’s Hardship Withdrawal process. Students must submit an application for a hardship withdrawal within one semester of the end date of the course(s) for which the withdrawal is requested.

Students are not eligible for hardship withdrawals in any course in which they have completed the course requirements (e.g., taken the final exam or submitted the final project). A hardship withdrawal is not applicable in cases in which a degree has been granted. Students may be granted one hardship withdrawal during their matriculation at AMSC.

The credit hours attempted during the semester in which the student is applying for a hardship withdrawal are included in the Satisfactory Academic Progress (SAP) Calculation. A hardship withdrawal may result in an adjustment of the student’s financial aid award. The student will be responsible for the repayment of the unearned portion of the financial aid funds.

Students wishing to appeal a hardship withdrawal decision should submit a letter of appeal and any additional documentation to the Vice President of Academic Affairs within 20 business days of the date of the original decision letter.

Students should meet with a representative in the Center for Academic Advising to receive a Hardship Withdrawal packet and discuss the process.