Request for Personal/Medical Hardship

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Retroactive Withdrawals

Students may face unforeseen circumstances that require them to leave the College temporarily or permanently. The College will attempt to minimize the burden as much as possible through our Personal Medical Hardship Withdrawal processes. As part of the process, students must provide a detailed statement describing the medical or personal hardship experienced, their last dates of attendance/course engagement, and any relevant supporting documentation such as a statement from a licensed medical professional.

Students should make every effort to present their situation as soon as possible, and ideally no later than the end of the term for which the withdrawal is requested.

If the semester has already ended and grades have been recorded, students may request that the grades be converted to Withdrawals.

Submitting a request for personal or medical hardship withdrawal does not relieve the student of tuition obligations.

Students should review the Tuition Cancellation schedule. To file for the Personal/Medical Hardship Withdrawal, students requesting a Hardship Withdrawal must first complete the Leave of Absence process form and indicate Personal or Health as reason for the withdrawal request. After this submission students will be contacted and provided with the Personal/ Medical Hardship withdrawal form link with further details explaining the process and required documentation. Unless a severe extenuating circumstance has occurred, following one full fall or spring semester, the student's record will become permanent, and changes of grades to withdrawals will no longer be allowed.