



UNIVERSITY OF  
**SOUTH CAROLINA**  
**LANCASTER**  
A Palmetto College Campus

## Hardship Withdrawal

During and after the Withdrawal Fail period, it may be necessary for a student to withdraw from all courses for the semester due to a significant personal hardship (e.g., medical, family, or other emergency, prolonged illness, other traumatic event).

In these situations, students may petition for a Hardship Withdrawal from courses through the Office of the Associate Dean for Academic & Student Affairs or the USC Lancaster Admissions, Petitions, and Grade Change Committee.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted during the Withdrawal Fail period until the last day of courses for the semester will be reviewed by the Office of the Associate Dean.

Approved petitions will be submitted to the Campus Records Officer for grade assignments of **W** for all courses that semester on the student's transcript. The Office of the Associate Dean will notify the student's instructors of the withdrawal.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted after the last day of courses for the semester will be reviewed by the USC Lancaster Admissions, Petitions, and Grade Change Committee, which includes faculty representation.

Approved petitions will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the

student's transcript, and the Office of the Associate Dean will notify the student's instructors of the withdrawal.

Prior to a Hardship Withdrawal decision being made, all documentation is subject to verification by the Office of the Associate Dean and/or the USC Lancaster Admissions, Petitions, and Grade Change Committee, including but not limited to class attendance, class participation, or supporting documentation.

If false documentation or misrepresented information is submitted, students may be charged with violation of the USC Lancaster Code of Student Conduct, and the withdrawal request will be denied.

A Hardship Withdrawal to selectively withdraw from some courses, while remaining enrolled in others, will be permitted only under exceptional circumstances and must be reviewed and approved by the Office of the Associate Dean for Academic & Student Affairs and the USC Lancaster Admissions, Petitions, and Grade Change Committee.

The Office of the Associate Dean will notify all affected instructors of a student's selective withdrawal, and will submit a report of selective withdrawal decisions to the USCL Faculty Organization at the final faculty organization meeting of each major semester.

Information regarding the University's Withdrawal Refund Appeals procedures can be found in the Fees and Refunds section of the bulletin.



|               |  |
|---------------|--|
| Today's Date: |  |
|---------------|--|

## REQUEST FOR ASSIGNMENT OF W GRADE FOR HARDSHIP AFTER PENALTY DATE

If a student drops a course or withdraws from the University for medical reasons or other acceptable major causes after the penalty date (last date to receive a W), the grade of W may still be assigned.

This form must be returned by the Office of the Associate Dean to the Office of the Campus Records Officer for processing.

|               |  |
|---------------|--|
| Student Name: |  |
|---------------|--|

|             |  |
|-------------|--|
| Student ID: |  |
|-------------|--|

|              |  |
|--------------|--|
| Term & Year: |  |
|--------------|--|

This request is made for the following course(s):

| Department | Course | Section | Part of | Instructor's Name |
|------------|--------|---------|---------|-------------------|
|            |        |         |         |                   |
|            |        |         |         |                   |
|            |        |         |         |                   |
|            |        |         |         |                   |
|            |        |         |         |                   |
|            |        |         |         |                   |

1. I have been provided with a copy of the USC Lancaster policy regarding requests for course withdrawal due to hardship.
2. I have attached to this form a letter explaining the reason for this request and have included any relevant documentation for consideration by the Dean and/or Committee.
3. I understand that if I received financial aid for this term, I am responsible for contacting the Office of Financial Aid & Scholarships regarding this request.
4. I understand that if I make any fraudulent or misleading claims regarding this request, I may be charged under the USC Lancaster Code of Student Conduct and my withdrawal request will be denied.

|                      |  |
|----------------------|--|
| Student's Signature: |  |
|----------------------|--|

|  |          |             |                  |      |
|--|----------|-------------|------------------|------|
|  | Approved | Disapproved |                  |      |
|  |          |             | Dean's Signature | Date |

|  |  |
|--|--|
| If Approved, Effective Date of Withdrawal: |  |
|--|--|