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|  | ACADEMIC AFFAIRS POLICY | Page 1 of 2 |
| | Issued: (original policy date) 4/18/2013 | Revised: (date) |

Policy Title: ***Emergency/Hardship Withdrawal From Individual Classes***

Policy Status: ☒ New

☐ Revision

☐ Supersedes existing policy titled:

☐ Deletion

Policy Purpose/Reason: Current policies do not define emergencies or hardships and leave the decision to grant emergency withdrawals completely in the hands of the Registrar's Appeals Committee.

Effective Date of Policy (Note: Enter a date here only if the effective date is not next July 1):

Background: In the case of an event that qualifies as an emergency or hardship, students may request an Emergency/Hardship Withdrawal from an instructor after 50%, but before 75% of a course is complete. Students must be passing the class or classes. The student will receive a grade of "W" in classes that fall within the Emergency Withdrawal qualifications (see below). We at Colorado Mesa University are aware that students who are passing classes may experience unforeseen emergencies or hardships late in the semester after the currently established withdrawal date has passed. In order to successfully navigate both the personal situation and the course workload, a student may need to keep some classes and withdraw from others, a function the current system does not allow. The addition of a late "W" grade gives faculty and students another option in addition to an "I" (Incomplete) grade. This alternative is especially helpful when the student anticipates they will not be able to finish the remaining workload by the end of the following semester or when the faculty member deems that an "I" grade is not an option. The establishment of an emergency/hardship withdrawal policy will allow students to withdraw for significant, non-academic circumstances beyond their control. When students have proven that unforeseen circumstances demand and qualify for an emergency/hardship withdrawal, then faculty may grant a withdrawal with a "W" grade for any student in their course after 50%, but before 75% of the course is complete. In order to receive the "W", the student must have been passing immediately prior to the emergency or hardship. The faculty member who is teaching the class the student wishes to withdraw from may require substantiating documentation (i.e., physician's notes, court documents showing the student is a victim of a crime, death certificates, etc.).

Definitions: An emergency/hardship situation is defined as a significant, unexpected non-academic circumstance beyond the student's control. Examples include, but are not limited to:

- A severe accident, injury, illness, surgery, or mental condition resulting in a prolonged recovery.
- A severe complication resulting from a chronic medical or mental health condition.
- A new diagnosis of a life threatening illness.
- A complication of pregnancy requiring extended mandatory bed rest.
- A severe illness or death of a parent, sibling, spouse, or child.
- A medical or legal complication as a result of being a victim of a crime.
- An employment conflict mandated by the employer.

The following situation, or similar situations do not constitute eligibility for an Emergency/Hardship Withdrawal:

- Failing, poor performance in a class, or other academic-related reasons.
- Failure to take advantage of the withdrawal period.
- Failure to withdraw properly.
- Failure to resolve holds that prevented withdrawal from a course.
- A decision to change a major, drop a major or minor, or transfer to another institution for a non-hardship/non-emergency reason.
- Conflict with instructor/professor.

Situations outside of those listed above should follow the guiding premise of a significant, unexpected non-academic circumstance beyond the student's control. Situations needing further clarification should be discussed with the Department Head in consultation with the Registrar.

Full Policy Statement: In the case of an event that qualifies as an emergency or hardship, students may request an Emergency/Hardship Withdrawal from an instructor after 50%, but before 75% of a course is completed. An emergency/hardship situation is defined as a significant, unexpected non-academic circumstance beyond the student's control and is granted at the discretion of the instructor. Failing, poor performance in a class, or other academic-related reasons do not constitute circumstances for an emergency withdrawal. Students seeking an emergency withdrawal must complete the proper withdrawal form, consult with the instructor, and return the signed form to the Registrar's Office. Substantiating documentation (i.e., physician's notes, court documents, death certificates, etc.) may be required at the request of the instructor.

Exclusions or Special Circumstances: see above.

Policy Summary for Catalog:

Related Documents:

Policies:

Forms:

Other:

Approved by (signatures as applicable)

Faculty Senate Committee: Academic Policies Committee Action 1/29/2013

Faculty Senate Faculty Senate Action 4/18/2013

Vice President for Academic Affairs: Approval from Carol Futhey 5/15/2013

President _____NA_____/date_____

Board of Trustees (if applicable) _____NA_____/date_____

Expiration Date (if applicable):