

## EMERGENCY OR HARDSHIP WITHDRAWAL REQUEST

**Please type or use blue or black ink only.**

Semester: \_\_\_\_\_ Name: \_\_\_\_\_ CMU ID # \_\_\_\_\_

In the case of an event that qualifies as an emergency or hardship, students may request an Emergency or Hardship Withdrawal from an instructor after 50 percent, but before 75 percent of a course is completed. An emergency or hardship situation is defined as a significant, unexpected nonacademic circumstance beyond the student's control and is granted at the discretion of the instructor. Failing, poor performance in a course, or other academic-related reasons do not constitute circumstances for an emergency withdrawal. Substantiating documentation (e.g., doctor's notes, court documents, and death certificates) may be required at the request of the instructor. If approved by the instructor, a grade of "W" (withdraw) will be recorded for the course provided the signed paperwork is submitted to the Registrar's Office by the deadline as noted on the back of this sheet.

	CRN #	Dept.	No.	Sect.	Course Title	Instructor Signature	Currently Passing	Date
1							YES NO	
2							YES NO	
3							YES NO	

Substantiating documentation attached (i.e., doctor's notes, court documents, death certificates, etc.).

In a few short sentences, please explain your reason for requesting an Emergency Withdrawal:

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**If you are completing an Emergency Withdrawal for all of your classes please fill out the Total Withdrawal form in addition to this form.**

**I certify that I am responsible for any changes to my schedule, and that I will verify the changes on MavZone. I understand these changes may affect my tuition bill and/or my financial aid eligibility. I certify the above information was not forged.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Electronic signatures are not accepted. This form must be printed and signed or emailed from your Colorado Mesa University email account.\*\*\*

Date Received:

## Withdraw Deadlines for Spring 2017

	EMERGENCY OR HARDSHIP WITHDRAW FROM A COURSE
<b>J-Term</b> January 3 - January 13	January 10 – January 11
<b>First Mod</b> January 17 – March 11	February 14 – February 24
<b>Full Semester</b> January 17 – May 11	March 14 – April 11
<b>Late Start</b> February 8 - May 11	March 18 – April 17
<b>Second Mod</b> March 13 – May 11	April 13 – April 25
<b>Variable Length</b> (ending by May 11)	Up to 75% of class
<b>Billing Information</b>	No refund of Tuition/Fees. Withdrawing from all classes requires a <a href="#">Total Withdraw Form</a> in addition to this form if done between the dates above.
<b>Financial Aid</b>	Consult the Financial Aid Office for advice on schedule adjustment that result in a change of total credit hours earned at the end of the semester.
	All deadlines above are prior to 5:00 PM MST

**Website:** [www.coloradomesa.edu](http://www.coloradomesa.edu)

**Email:** [registrar@coloradomesa.edu](mailto:registrar@coloradomesa.edu)

### **Withdrawals**

**Withdrawal with a "W":** Students may withdraw from a course with the instructor's signature following the last day to drop to the midpoint (50%) of the class. The course will appear on the student's transcript with the grade of "W". No refund of Tuition/Fees.

**Withdrawal with an "F":** Students withdrawing after the midpoint (50%) of the class will receive an automatic "F" unless the student qualifies and completes the Emergency or Hardship Withdraw Request form.

**Total Withdrawal:** The student is completely withdrawing from school and must submit a "Total Withdraw" form. Grading for a "W" or an "F" follows the deadlines. Students qualifying for an Emergency or Hardship Withdraw may need to fill out both forms during the date ranges above.

**Emergency or Hardship Withdrawal From a Course:** In cases where there are substantial, unexpected non-academic circumstances beyond the student's control, the student must use the "Emergency or Hardship" form and follow the appropriate procedures as noted on the other side of this form. An Emergency Withdrawal for a "W" grade may be considered between the 50-75% date range on the course and the student must be passing.