

**Armstrong Atlantic State University**  
**Faculty Senate Meeting**  
**Agenda of March 19, 2012**  
**UH 157, 3:00 pm**

- I.** Call to Order
  
- II.** Senate Action
  - A. Approval of minutes from February 20, 2012, faculty senate meeting
  - B. University Curriculum Committee items (See UCC Minutes from March 7, 2012:  
[http://www.armstrong.edu/Departments/faculty\\_senate/senate\\_minutes](http://www.armstrong.edu/Departments/faculty_senate/senate_minutes))
  - C. Update on FSB 061.11/12: Summer Teaching Assignments
  - D. Hardship withdrawal policy (Appendix A)
  - E. Other action items
  
- III.** Senate Information
  - A. Update on charge to Planning, Budget, and Facilities Committee on financial issues discussed Fall 2011
  - B. Annual committee reports due 4/2/2012
  - C. Committee reports on outstanding charges due 4/2/2012
  - D. Referral of Graduate Curriculum Committee minutes to President Bleicken (See GAC Minutes from March 6, 2012:  
[http://www.armstrong.edu/Departments/faculty\\_senate/senate\\_minutes](http://www.armstrong.edu/Departments/faculty_senate/senate_minutes))
  - E. Update on FSB 062.11/12: Study Abroad
  - F. Constitution & Bylaws vote on Cove
  - G. Elections update
  - H. New senators invitation for April 16 senate meeting
  - I. Proposed graduation list to Student Success Committee
  - J. Other Informational Items
  
- IV.** Announcements
  
- V.** Adjournment

## **Appendix A – Hardship Withdrawal Policy and Form**

### **Overview:**

In the event a student faces circumstances of extreme duress beyond his or her control, the student may request a hardship withdrawal from the university. Hardship withdrawals are not meant to be used for appealing academic matters (e.g. grades), but should be used when a student seeks to drop all classes and leave the university for the remainder of that semester. Hardship withdrawals should fall into one of three categories: medical, personal, or financial. Students will be required to justify their withdrawal with documentation. On the rare instance that a student's circumstances warrant only a partial withdrawal, thorough documentation will be required to substantiate why this student is able to continue with some coursework but not all coursework.

### **Hardship Withdrawal Process:**

All hardship withdrawal requests are submitted to the Office of the Academic Affairs.

A student seeking a hardship withdrawal will first go to the Office of Academic Orientation and Advisement. At this office, the student will be advised of the procedure for hardship withdrawal and will be given all forms. The student must pick up all required forms in person from the Office of Academic Orientation and Advisement. If circumstances prevent the student from coming to campus in person, then different methods for securing forms will be determined and implemented on a case-by-case basis. The student will return the completed forms for hardship withdrawal with supporting documentation to the Office of Academic Affairs. At this time the Assistant Vice President of Academic Affairs will have the opportunity to discuss the application with the student as he/she sees fit. Decisions regarding hardship withdrawals will be handled in the Office of Academic Affairs.

A student seeking a full hardship withdrawal from the university must initiate the withdrawal process, complete required forms, and return all forms plus documentation to the Assistant Vice President of Academic Affairs no later than midterm the semester following the withdrawal.

A student seeking a partial hardship withdrawal from one or more classes must initiate the withdrawal process, complete required forms, and return all forms plus documentation to the Assistant Vice President of Academic Affairs no later than the last day of class for the semester in which he/she is seeking a partial hardship withdrawal.

### **Financial Aid Implications**

All students seeking either a partial or full hardship withdrawal are strongly recommended to make an appointment with a financial aid counselor. This is of utmost importance if the student has received any financial aid (e.g. scholarship, loans, etc.). The granting of a hardship withdrawal may affect the student's ability to receive future financial aid and may greatly affect the student's standards of academic progress. Students should be advised that the granting of a hardship withdrawal does not negate the effect of the Standards of Academic Progress or the Return of Title IV policies.

## **Hardship Withdrawal Documentation**

### **Personal Statement of Hardship:**

The written personal statement of hardship should explain to the Office of Academic Affairs how and/or why the non-academic emergency impacted studies. It is essential that the student provide accurate details about the circumstances surrounding the hardship, date(s) of the hardship event(s), and an account of how the event(s) specifically prevented the completion of coursework. Each page should be initialed and dated, including a full signature on the last page of the document. In addition, the student will provide official documentation supporting his/her hardship. This documentation should be consistent with the student's personal statement and all documentation will be verified prior to the rendering of any decision regarding the student's hardship withdrawal.

### **Categories of Hardship and Documentation Requirements:**

#### **Medical (e.g. physical or psychological emergencies):**

The student will supply a physician's report on office letterhead. This document will include the physician's name, address, phone number, nature of patient's illness or accident, dates of treatment, prognosis, and the reason they feel that the student can no longer complete his/her coursework. This document must be signed and dated. A physician's letter is the only approved documentation for hardship withdrawal under the medical category.

#### **Personal (e.g. severe medical illness within family, death in the family, arrests, etc.):**

The student will supply appropriate documentation that builds a case for hardship withdrawal due to personal issues. These documents may include but are not limited to death certificates, obituaries, police reports, or physician's letters. The student should obtain documents that contain contact information, are dated, and if possible notarized. All documents will be verified as seen fit by the Office of Academic Affairs.

#### **Financial (e.g. loss of sole-supporting job, mandatory job changes)**

The student will supply documentation from an employer or supervisor that clearly states the mandatory change and the date that these changes took place or will take place. This document should contain contact information for an organizational representative that can verify these changes, preferably a human resource professional. The student's inability to have financial aid in place at the start of the term is NOT grounds for hardship withdrawal due to financial issues.

**SPECIAL NOTE: Application for a Hardship Withdrawal does not guarantee the student a grade of "WH."**

# Armstrong

## WITHDRAWAL DUE TO HARDSHIP

Hardship Withdrawals are rare and will only be granted in extraordinary circumstances, in which the student is unable to complete his/her coursework because of incapacity, tragic events, or some other grave matter. Hardship Withdrawals are not intended to allow a student to avoid a failing grade.

Date:	Term:	Year:
Student Name:		Student ID:
CRN:	Subj/Crs/Sect:	Instructor:
CRN:	Subj/Crs/Sect:	Instructor:
CRN:	Subj/Crs/Sect:	Instructor:
CRN:	Subj/Crs/Sect:	Instructor:
CRN:	Subj/Crs/Sect:	Instructor:
CRN:	Subj/Crs/Sect:	Instructor:

Complete the following questions:

• Were you awarded any type of financial aid (e.g. loans, scholarships, etc.) for this semester?  
YES  NO  \*If you have received or wish to receive future financial aid it is strongly recommended that you speak with a financial aid counselor.

• What was the last date you attended class(es), including today if you are still attending class(es)? \_\_\_\_\_

• Have you requested or been granted a hardship withdrawal at any other time?  
YES  NO  When? \_\_\_\_\_

I am petitioning for a  FULL WITHDRAWAL (withdrawal from all classes)  
 PARTIAL WITHDRAWAL (withdrawing from one or more, but not all of your classes) \*Please supply supporting documentation as to why you can complete some, but not all of your coursework.

I am applying for hardship withdrawal under the following category:

Medical  Personal  Financial

\*Please refer to the course catalog for description of each category and appropriate documentation that should accompany your hardship withdrawal request.

Instructions: Student Statement and Documentation

1. Please attach a written statement that describes hardship circumstances justifying receipt of a complete withdrawal after midterm.
2. Attach copies of any pertinent documentation that supports your statement (e.g. Physician/Health Care Facility Letter(s) and/or records, obituary, police report) as defined in the course catalog.

**Acknowledgement and Signature:**

Supporting Documentation: I expressly and voluntarily authorize disclosure of the attached medical record(s)/document(s) for the purpose of review and consideration of my request for a Hardship Withdrawal. I understand that I may revoke this authorization at any time, except to the extent action has been taken on this authorization. I understand that once this information has been disclosed, the recipient may re-disclose it in certain situations. Privacy laws may no longer protect the information.

Financial Aid: I acknowledge that the granting of a hardship withdrawal may affect my ability to receive future financial aid and may greatly affect my standards of academic progress. In addition, I understand that I may be held responsible for repaying financial aid that I have received.

Student Code of Conduct: I acknowledge that all information submitted and provided is accurate and a true reflection of my hardship. In addition, I understand that intentionally submitting/providing false information is a violation of the AASU Student Code of Conduct.

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

**Application for a Hardship Withdrawal does not guarantee the student a grade of “WH.”**

**This space is reserved for official use only**

Instructors of Student Notified 10 days prior to decision  
(date/method) \_\_\_\_\_

Petition: **GRANTED** (date) \_\_\_\_\_ **DENIED** (date) \_\_\_\_\_

Student Notified (date/method) \_\_\_\_\_

Registrar's Office Notified (date) \_\_\_\_\_