

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0015
Name of Policy:	<b>Hardship Withdrawal Policy</b>
Revision History	Last Revised: N/A   Initial Approval: April 2026   Initial Effective Date: April 2026
Policy Owner	Dean of Students/Title IX Coordinator
Policy/Chapter Sections	Academic Policy
Date of Next Review:	April 2029

## 1.0 PURPOSE

The purpose of this policy is to recognize and provide academic relief to students facing extreme challenges impacting their ability to pass their classes. The University recognizes that students may face unforeseen obstacles that can affect their academic progress and seek to provide a supportive framework to help them overcome these challenges.

## 2.0 SCOPE

All University students.

## 3.0 DEFINITIONS

Hardship withdrawals may only be requested after all withdrawal processes and deadlines have been exhausted. The hardship withdrawal procedure shall not supersede other university policies or procedures which may exist for addressing other issues of concern including grade appeals or institutional grievance.

Extenuating Circumstances for considering Hardship Withdrawal

- Significant physical or mental illness or injury of the student.
- Significant physical or mental illness or injury of an immediate family member.
- Death of an immediate family member.

### **Procedure:**

Students must file a Hardship Withdrawal Request Form within 60 days of the last date of attendance of the semester. Forms may be picked up by contacting the Dean of Students office or Billingsly Student Center Room 347.

The Hardship Withdrawal Review committee is made up of the Dean of Students, Registrar, and Financial Aid Director. For this policy, the Dean of Students acts as coordinator of the Hardship Withdrawal process. Once the Dean of Students receives the Hardship Withdrawal Request and any supporting documentation, it will be presented to the review committee for consideration within 10 business days.

The student will be notified of the decision within 5 business days of the committee's decision.

The committee's decision shall be final.

Acceptable Supporting Documents – letter from your healthcare provider, medical bills, accident reports, obituary, court documents.

#### **4.0 HISTORY**

No known history of policy found in Policy Library.

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**

Hardship Withdrawal Request Form