

HARDSHIP WITHDRAWAL

I. Hardship Withdrawal (HW Grade)

Allows the student to withdraw from one or more classes in a given term and results in the assignment of an HW grade for each course for which the hardship withdrawal has been petitioned and approved. A full hardship withdrawal is a withdrawal from all courses, regardless of the number of credits. The student applies to the Dean or Dean's designee of their school or college for a hardship withdrawal, either full or partial.

- A. **Petition for Hardship Withdrawal.** It is strongly encouraged that students petition for the hardship withdrawal by the last day of final exams in the quarter in which the hardship withdrawal occurred. Retroactive hardship withdrawals may be considered up to the last day of the quarter following the quarter when the hardship occurred, except in exigent circumstances. Hardship withdrawals may be approved if one or more of the following has occurred:
1. Personal medical reasons: incapacitating illness and/or injury to the student.
 2. Personal non-medical reasons: catastrophic event involving the student, catastrophic illness in the immediate family, death of an immediate family member.
- B. **Required Documentation.** In all cases hardship withdrawal requires specific documentation from a qualified professional or organization. Example documentation includes, but is not limited to, medical assessment, death certificate or a fire/police report. All original healthcare documentation is retained in the Student Health Center (SHC) or in Counseling and Psychological Services (CAPS). All other documentation is retained in the office of the Associate Vice President/Dean of Students for Student Development. The hardship withdrawal cover form is placed in the student's academic file in the Office of the Registrar.
- C. **Required Approval.** Hardship withdrawal requires the consultation of the Dean or Dean's designee of the student's school or college and the Associate Vice President/Dean of Students for Student Development.
- D. **Reinstatement.** Hardship withdrawal may require approval for reinstatement.
1. Personal non-medical reasons do not require a reinstatement process.
 2. Approved full or partial hardship withdrawal for personal medical reasons may require the below reinstatement process at the discretion of the Dean or Dean's designee of the student's school or college and the Associate Vice President/Dean of Students for Student Development.
 3. If the student is registered for classes in the upcoming quarter and is not reinstated by the beginning of the quarter, the Dean or Dean's designee in the student's

school or college is responsible for dropping the student from those classes should this be determined.

II. Reinstatement Process following a Full or Partial Hardship Withdrawal for Personal Medical Reasons

In cases of hardship withdrawal requiring reinstatement for personal medical reasons, the Dean or Dean's designee of the student's school or college places a hold on the student. The student must apply for reinstatement to the university as outlined below.

- A. Reinstatement Guidelines. Seattle University expects that personal medical reasons resulting in a full or partial hardship withdrawal must be treated and a satisfactory level of recovery attained before the student can successfully return to the intellectual, social and emotional demands of a university campus. Thus, a student may not register for classes in the next immediate quarter, including summer, following the quarter in which the hardship withdrawal was granted and must use that time to obtain treatment to address or resolve the condition that necessitated the hardship withdrawal.

(Under special circumstances, a student may request an early return. The student contacts the Dean or Dean's designee of the student's school or college to request an early return. In cases where a student's circumstances warrant consideration of an earlier return, the Dean or Dean's designee in the student's school or college and the Associate Vice President/Dean of Students for Student Development, in consultation with the appropriate health-care professional from the Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS), make a determination based upon the available information.)

- B. Reinstatement Request. To request reinstatement after a quarter off or a partial hardship withdrawal following the quarter for which a student received the hardship withdrawal, the student contacts the Dean or Dean's designee from the student's school or college. At the time of the reinstatement request, the student must provide both off-campus health care provider(s) and his/her/their counterpart(s) at Seattle University with written permission to exchange confidential health information and communicate freely. The SU medical and counseling providers share their recommendations with the Dean or Dean's designee in the student's school or college and the Associate Vice President/Dean of Students for Student Development for consideration.

The student must submit two letters to the Dean or Dean's designee no later than three weeks prior to the start of the desired quarter of registration.

1. The student's letter to the Dean or Dean's designee addressing the following, at a minimum:
 - a. A request for reinstatement.
 - b. An explanation of what has been accomplished during the absence.

- c. An understanding of the value, as well as the limits, of peer support and support from professors, residence hall staff, other campus professionals, and health providers.
2. A supporting letter from an appropriate health-care professional (physician, psychiatrist or psychologist) to the Dean or Dean's designee and the Associate Vice President/Dean of Students for Student Development addressing the following, at a minimum:
 - a. A summary of the reasons for the student's treatment and the agreed-upon treatment goals.
 - b. The start date and end date, if any, of treatment and the frequency of appointments.
 - c. A summary of the progress and gains made on treatment goals.
 - d. A professional opinion regarding the student's current ability to handle the intellectual, physical, social and/or personal demands of being a (1) full-time student at Seattle University and, if applicable, (2) living safely and independently in the residence halls, providing appropriate self-care, and utilizing available support and treatment resources.
 - e. A recommendation, if applicable, on special conditions under which the student should be readmitted, e.g., fitness for duty, for nursing clinicals.
 - f. A recommendation, if applicable, on additional support or treatment for the student in order to be successful.
 - g. Any additional comments, based on knowledge of the student.
- C. Reinstatement Review and Decision. The Dean or Dean's designee in the student's school or college and the Associate Vice President/Dean of Students for Student Development review the reinstatement request to evaluate whether the circumstances leading to the full or partial hardship withdrawal have been adequately addressed and whether there is reasonable assurance that similar factors will not prevent the student's progress in the near term. Appropriate health-care professionals at Seattle University review the complete application and add their recommendations to the materials to be considered. The Dean or Dean's designee in the student's school or college and Associate Vice President/Dean of Students for Student Development, along with personnel from the Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS) may require a personal interview with the student. The Dean or Dean's designee in the student's school or college and the Associate Vice President/Dean of Students for Student Development decide if and when the student may return.

The decision to reinstate a student following a full or partial hardship withdrawal for personal medical reasons is a provisional determination. When permission to return is granted, any special conditions or requirements are provided in writing to the student. It may be advisable for the student to establish a professional relationship with a member of the Student Health Center (SHC), Counseling and Psychological Services (CAPS), and/or a professional in the community. If the health issue has not been satisfactorily resolved within the first term of attendance after reinstatement, the Dean

or Dean's designee in the student's school or college and the Associate Vice President/Dean of Students for Student Development may reverse the reinstatement decision.

- D. Academic Reentry Plan. When approved for reinstatement, the student meets with the Dean or Dean's designee in the student's school or college for registration and development of an academic reentry plan. The Dean or Dean's designee in the student's school or college lifts the hold on the student. Upon return, the student meets periodically with the Dean or Dean's designee in the student's school or college or the academic advisor to review the academic plan and progress. The academic plan will be kept on file in the Dean's office of the student's school or college.

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