

Medical/Hardship Withdrawal

The Medical/Hardship Withdrawal process allows a student to request a withdrawal when a medical condition, hardship, or military responsibility (orders) makes it impossible to continue in the courses for which they have registered after the withdrawal deadline date for that semester. This form should be used only after Columbus State University's withdrawal deadline has passed. Refer to the [Dates of Academic Terms](#) for the withdrawal deadline dates for each semester. To initiate this process, students should submit an online request using the [Medical/Hardship Withdrawal Request Form](#).

If the affected semester is ongoing, a committee with representatives from the Office of the Dean of Students, the Center for Accommodation and Access, Health Center, and Counseling Center will review the request. If the semester has ended and final grades have been posted the online form will be forwarded to the Academic Standards Committee for review.

In addition, the student should understand that:

- A signed letter of explanation and support of withdrawal by a medical or mental health professional on their letterhead, military orders, or other official documentation is required for a request to be reviewed.
- A student may request a partial withdrawal but must provide a clear explanation for choosing a partial instead of a full withdrawal, as well as why only certain classes were affected. If a 1st half semester course finished before the medical or hardship issue arose, a partial withdrawal could allow the student to keep credit for that course. However, there will not be a prorated refund for any remaining courses.
- The date of the medical withdrawal should coincide with the last date of attendance in class.
- How the student was performing in classes prior to the medical/hardship situation or condition will not affect whether the student gets a medical withdrawal.
- A complete medical withdrawal from the University will qualify the student for a pro-rated refund if the withdrawal date is still within the allowable period in the semester (pro-rated refunds do not continue through the entire semester). [View the pro-rated refund schedule for the current semester](#). (For balance inquiries, see the [Office of Student Accounts](#).)
- A student who files, or attempts to file, a fraudulent application for a medical/hardship withdrawal to avoid a failing grade or disciplinary action will be considered in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.
- If it is determined by qualified medical personnel and approved by the Dean of Students that a student is not physically or mentally capable of completing this process, the student's parent, guardian, or legal next of kin (whichever is most appropriate) may act on the behalf of the student.
- Please understand that a medical/hardship/military withdrawal may have an adverse effect on my student loans, VA Benefits/Tuition Assistance, or other forms of financial assistance including Satisfactory Academic Progress (SAP). Furthermore, it is the student's responsibility to contact the Military Enrollment Office and/or Office of Financial Aid to determine the financial impact a withdrawal may have on their account.

Once a medical/hardship withdrawal form has been properly filled out and all supporting documentation has received the student's case will be reviewed and a decision forwarded to the registrar. A copy of that decision will be emailed to the student's Columbus State University's email address.

If student is unable to attach necessary supporting documentation to the online submission forms, supporting documents may be mailed or brought to Office of the Dean of Students on the Second floor of Schuster. The address and contact information for questions is:

Office of the Dean of Students

Schuster Center
Columbus State University
4225 University Avenue
Columbus, Georgia 31907
[\(706\) 507-8730](tel:(706)507-8730) (phone)
[\(706\) 507-8735](tel:(706)507-8735) (fax)