



Students must provide verifiable documentation of significant, unforeseeable, severe, acute hardships that affected the student's ability to perform well academically and/or successfully pass coursework. Completed requests must be submitted no later than 45 calendar days from the reported and documented hardship(s) and cannot be submitted after a degree has been conferred. Petitions will not be reviewed by the Hardship Withdrawal Committee until the request form and all supporting documentation as outlined below are submitted to the Hood College Registrar either in person (second floor of Apple Resource Center) or via email to Traci Holland at holland@hood.edu.

All documentation is subject to verification by the Hardship Withdrawal Committee, including but not limited to class attendance, class participation, or supporting documentation. If false documentation or misrepresented information is submitted, students will be referred for alleged violation of the Hood College Student Code of Conduct and the Hardship Withdrawal request will be denied.

Medical emergency, hospitalization or acute mental health crisis:

Clinicians should provide a signed treatment summary letter (not an entire medical record), which must include all of the following:

- A copy of the signed authorization request from the student to the provider
- Provider's name and state license number
- Diagnosis (including date of original diagnosis and/or time of symptom onset)
- Type of service(s) provided
- Specific dates of services
- Medication, if applicable
- History of presenting problem, including detailed information regarding symptoms during the semester of concern.
 - Did the issue affect academic performance?
 - Was there an acute exacerbation of symptoms?
 - Was the condition, illness or injury life-threatening?
 - Was there an impairment in functioning?

Any gaps in documentation should be addressed in the Optional additional information (section 11) on the application form.

Death in the immediate family or service animal:

- Family member's medical provider documentation with dates of emergency
- Death certificate or obituary notice from a newspaper
- Funeral ceremonial programs, if applicable
- Dated veterinary records, if applicable for service animal death

Experience of a traumatic or emergency event:

Examples of such hardships include, but may not be limited to natural disasters, car accidents, victim of crime, legal emergency, property/home disaster, housing insecurity.

- Police report(s) with dates and specifics of incident(s)
- Home and/or car insurance claims and dated photos of damage
- Legal paperwork, court documents, including legal representative names and contact information
- Official notices and/or letters from employers, rental agents or other business officials on letterhead