3.072 Administrative/Hardship Withdraw (Revised 2/25/25)

Students who withdraw from the college due to unforeseen circumstances, may apply for an administrative/hardship withdraw through the following process. Hardships may include, but are not limited to the following: serious injury or illness, chronic illness, a medical issue of a family member that results in the student becoming a part-time or full-time caretaker of that family member, a mental health condition, a sudden or consistent lack of transportation, or a significant cost of living increase. Students approved for an administrative/hardship withdraw are encouraged to re-enroll when their situation changes. (110 ILCS 66/20)

Requests for administrative/hardship withdraws should be made to the Director of Enrollment and Records through a written request explaining the circumstances accompanied by documentation from a physician or medical institution to verify the medical condition, date of onset, and estimated length of treatment that interferes with attending and completing classes and assignments. Sufficient documentation of a sudden or consistent lack of transportation or a significant cost of living increase must be provided. Retroactive withdraws will be considered until the end of the fall or spring semester following the semester for which the administrative/hardship withdraw is being requested.

Students granted an administrative/hardship withdraw may receive a grade of AW (Administrative Withdraw) which carries no academic penalty and is not used in the calculation of the student’s grade point average. Administrative Withdraw is considered for all courses in a given semester and is not usually granted for select courses. Students will receive written notification of the decision from the Admissions and Records Office.