Dear Health Care Providers,

A student in (or once in) your care is requesting your office send documentation to support their Hardship Withdrawal Petition.

**How to Submit Letters of Support**

Supporting documentation from health care providers must be faxed or emailed directly from the provider. Health care notes will not be accepted from students.

On letterhead, please include:

1. Student’s diagnosis (including date of original diagnosis)
2. Date the student’s medical or mental health hardship began
3. A note on whether the condition, illness, or injury was life-threatening
4. A statement of support of student’s hardship petition (if a statement of support cannot be provided, please list the dates a student attended sessions).
5. Additional information you believe the Dean of Students or Hardship Withdrawal Committee should know.
6. Providers may fax to: Attention – USC Withdrawal Coordinator, 803-576-6775; or email (withdrawal@sc.edu).

**About Hardship Withdrawals**

Hardship Withdrawal at the University of South Carolina is defined as a serious mental health, medical, or significant personal emergency which prevents the student from successfully completing the semester.

- Hardship Withdrawals are only available during the Withdrawal/Fail period of a current semester or for a past semester within two years of the requested semester.
- The hardship withdrawal process is not an alternative means to drop or withdraw from courses after the stated Withdrawal/Fail deadline for the semester; to remove or prevent unwanted grades; to resolve an academic matter or to avoid academic, financial aid, or conduct-related consequence.
- A partial (or selective) withdrawal for one or more courses, but not all, will be permitted only under exceptional circumstances. A student must be able to clearly explain why the exceptional circumstance(s) warrant withdrawal from selective courses, and appropriate supporting documentation must support their statement.
- If a student’s hardship is related to a family member’s illness or circumstance (e.g. the student is the primary caretaker), USC will accept documentation from the family member’s physician which indicates the necessity for the student to provide care for the individual.
- In addition to your supporting documentation, the student also writes a personal statement.
- All supporting documentation is subject to verification by the Office of the Dean of Students.

Thank you for your support,

LaTasha Martin
Withdrawal Coordinator
Fax: 803-576-6775
Phone: 803-777-5061
withdrawal@sc.edu
www.sc.edu/withdrawal