



Office of Student Success and Academic Services, Enterprise Hall, Room 008  
 E-mail: [busreqst@gmu.edu](mailto:busreqst@gmu.edu), Phone: 703-993-1880

## STUDENT LATE/RETROACTIVE WITHDRAWAL REQUEST

A late/retroactive withdrawal is an **exception** to George Mason University policy and is only considered when there are circumstances beyond a student’s control. It is strongly recommended that you meet with an Academic Advisor prior to submitting this request. *Please note that any required documentation must be provided within 30 days of receipt of this request or it will automatically be denied.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_ G Number: \_\_\_\_\_

Mason E-Mail: \_\_\_\_\_@gmu.edu Daytime Phone: \_\_\_\_\_  
*(Students are notified of decisions via Mason email ONLY)*

Prior to pursuing this request: *If you are receiving any form of financial aid, review your status with the Mason Student Services Center located on the ground floor of Student Union Building I. If you are an International student, contact the Office of International Programs and Services.*

Semester and Year of Course(s) to be Withdrawn:  **Fall 20** \_\_\_\_\_  **Spring 20** \_\_\_\_\_  **Summer 20** \_\_\_\_\_

Action Requested:

\_\_\_\_\_ \* Late Withdrawal from **ENTIRE** Semester (even if enrolled in only one course)

\_\_\_\_\_ \* Late Partial Withdrawal from one (not all) course(s)

\*Course(s) will not be removed from your transcript. Your grade will show as a “W”

Course Name	CRN	Instructor	Instructor’s Email

Current hours this semester **BEFORE** this late withdrawal action: \_\_\_\_\_

**The following must be submitted with this form:**

1. Written statement explaining the specific medical or severe unforeseen circumstance(s), including a relevant timeline of dates of events, which prevented you from withdrawing from your course(s) during the semester withdrawal dates or from attending or completing your course(s).
2. Relevant supporting documentation (e.g. medical letter/documentation from your healthcare providers) detailing how your circumstance(s) prevented you from attending classes or completing assignments.
3. Please submit this form, your written statement, and all relevant supporting documentation to [busreqst@gmu.edu](mailto:busreqst@gmu.edu).
4. Note that withdrawal does not result in tuition refund, please refer to student accounts.
5. For International Students on F-1 or J-1 Visa Status: You must provide documentation that you have met with a counselor at the Office of International Programs and Services if your request results in dropping below full-time status (12 credit hours).

**DIRECTOR’S/ASSISTANT DEAN’S DECISION**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

Director/Assistant Dean \_\_\_\_\_ Date \_\_\_\_\_