

## **Withdrawal or Partial Withdrawal from current or previous semester**

- Students are responsible for familiarizing themselves with academic policies in the University Catalog: <https://catalog.gmu.edu/>
- Students should have previously discussed academic problems with their instructor, advisor, and/or department chairperson.
- Students are encouraged to use services available through the university, if necessary, such as:
  - Student Support and Advocacy Center <http://ssac.gmu.edu/>
  - Counseling & Psychological Services <https://caps.gmu.edu/>
  - Mason Student Resources List <https://advising.gmu.edu/resources/>

Students who are experiencing a non-academic situation that is affecting their ability to complete courses after the Unrestricted Withdrawal period has ended may request a non-academic withdrawal through their major college. Requests are considered only under exceptional circumstances. Students will need to provide verifiable, third-party documentation with the request. Such documentation is required of all students submitting requests to ensure equity and fairness. Requests to meet with the Associate Dean to discuss academic requests will not be granted. **Follow the instructions below.**

1. Provide a **TYPED, detailed, clear explanation** about why this request is being made. The statement must be in the student's own words.
  - a. Include all details important to the request so an informed initial decision can be made.
  - b. If submitted after the semester's exam period has ended the statement must include an explanation as to why the request was not submitted during the semester.
  - c. Students requesting a Partial Withdrawal must provide a reasonable explanation of why only a certain course is affected by the claims stated.
2. Provide **documentation of support**, such as official letters from professors, advisors, employers, and/or doctors. Only written materials and verifiable, third-party documentation can be used by the CEC Undergraduate Student Services Office to reach a decision (*reference the acceptable documentation table on page 2*). Requests to meet with the Associate Dean to discuss academic requests will not be granted.
3. Complete the **Application for Withdrawal** form.
4. Complete an **Academic Status Request Form** for each course for which a withdrawal is requested. Email this form to the course instructors for completion. Students are responsible for ensuring the completed form is submitted, by the instructor, to the CEC Student Services Office at [cecugrad@gmu.edu](mailto:cecugrad@gmu.edu). **Electronic submissions are preferred.**
5. Submit explanation, Withdrawal application, and Academic Status Request forms to [cecugrad@gmu.edu](mailto:cecugrad@gmu.edu). *It is highly recommended that medical documentation be faxed or mailed to our office directly by the medical provider.* Other supporting documentation containing PII should be faxed or hand delivered to protect information.
  - Submit your request in a timely manner. Timing is very important when submitting a request to withdraw. Time passed from circumstances to when a request is made will be taken into consideration during the review process. Students should initiate exception requests at the earliest possible time.

The Dean's review process will take approximately 3-5 business days. In the meantime, **CONTINUE TO ATTEND CLASS**, if able, until you are officially notified of the outcome. A decision notification will be sent to the student's Mason email address with additional instructions, if any.

**REASON FOR REQUEST****ACCEPTABLE DOCUMENTATION**

<b>Medical Circumstances</b>	Requests for withdrawals due to medical circumstances must be supported by relevant, verifiable, dated medical documentation.	<ul style="list-style-type: none"> <li>• verifiable medical documentation from a health professional - letter or other relevant documentation <ul style="list-style-type: none"> <li>○ Complete the <a href="#">Request for Release of Medical Records</a>. <ul style="list-style-type: none"> <li>▪ Submit this to your Medical Provider.</li> <li>▪ Include the instructions for the letter if that is the option you have chosen.</li> <li>▪ Include sample letter if needed</li> </ul> </li> </ul> </li> </ul>
<b>Death of a Loved One</b>	<p>Requests for withdrawals due to the death of a loved one will be considered when the student was seriously impacted by the death.</p> <p>If the student experienced a personal medical situation caused by the death (stress, anxiety, depression, etc.), the steps for medical circumstances should be followed.</p>	<ul style="list-style-type: none"> <li>• Copy of deceased's death certificate</li> <li>• Obituary – photo of print copy or website link</li> <li>• Funeral brochure</li> </ul>
<b>Military Obligations</b>	Mason students in the uniformed services under call or order to active duty, after the beginning of a semester or summer session have two options they may consider with the dean's office of their school of enrollment and Office of the University Registrar in determining their enrollment status with the University	<ul style="list-style-type: none"> <li>• Please reference the <a href="#">Military Activation Policy</a></li> </ul>
<b>Other Extenuating Circumstances</b>	Withdrawal requests for other types of extenuating circumstances may be considered. The student should thoroughly describe the issue.	<ul style="list-style-type: none"> <li>• any third-party documentation that would corroborate the reason for the request.</li> </ul>

**\*\*Please note that all foreign documents must be translated into English by a Certified Translation Service prior to being submitted for review.**

If you have any questions, contact the CEC Student Services Office at [cecugrad@gmu.edu](mailto:cecugrad@gmu.edu) or 703-993-1511.



**Course Name and Number** \_\_\_\_\_

**Instructor Name (print)** \_\_\_\_\_

Students who are requesting an exception to George Mason University policy to withdraw a course must complete this form. Please contact the CEC Student Services Office with questions: Suite 2500, Engineering Building, email [cecugrad@gmu.edu](mailto:cecugrad@gmu.edu), or call 703-993-1511.

**Student Information (Completed by Student)**

Name \_\_\_\_\_ G# \_\_\_\_\_ Date \_\_\_\_\_  
Please Print (Last) (First)

**Instructor Information (Completed by Instructor)**

The student named above is requesting an exception to George Mason University policy. This student is enrolled in the class stated above that you are teaching. Please assist us in reaching a decision. **It is very important that you return this form to the CEC Student Services Office within the next three (3) days. Save this completed document as a PDF file and email it (sent from your Mason email) to [cecugrad@gmu.edu](mailto:cecugrad@gmu.edu). Electronic submissions are preferred.**

1. To your knowledge, did this student ever attend your class?  Yes  No
  - a. If yes, what date did the student last attend class? \_\_\_\_\_
2. Has the student missed any graded work with you?  Yes  No
  - a. If yes, please indicate the nature of the work and approximate dates.

- b. If missed any graded work, could student arrange an incomplete?  Yes  No
3. Indicate current grade average, if possible: A B C D F Other? \_\_\_\_\_

Additional comments (if any):

Instructor Information: \_\_\_\_\_  
Course Print Name Signature

\_\_\_\_\_ Instructor Department Phone number e-mail Date