

George Mason University
College of Education and Human Development
Office of Education Services

WITHDRAWAL REQUEST FORM

(To be completed & submitted to OES by the instructor)

Students who stop attending a George Mason University contract course after the first twenty percent of total class meeting time receive a failing grade unless they are officially withdrawn from the course. Withdrawals require permission from the instructor **and** from the Associate Director of OES. By completing, signing and submitting this form, you, the instructor, are assuring GMU Office of Education Services that this withdrawal request is made for **non-academic reasons** which were unavoidable and could not reasonably have been anticipated.

Student: _____ SS # _____ GID _____

Course: _____ Section # _____ CRN# _____

Semester & Year: _____ Start Date: _____ End Date: _____

Current Academic Standing of Student: _____ Grade: _____

Instructor name: _____ Email: _____ Phone # _____

Contracting Agency/School Division: _____ # Classes Attended _____

Please describe the circumstances relevant to this request in sufficient detail to allow us to make an informed decision.

- INSTRUCTOR ERROR: Failure to notify OES within the first 20% of total class meetings.
- Student must provide** after three (3) class meetings written notification explaining circumstances.
- Other

Instructor signature: _____ Date: _____

Fax to: 703-993-3678 OR Mail to: Office of Education Services
George Mason University
4400 University Drive, MSN 6D2
Fairfax, VA 22030

FOR OFFICE USE ONLY

Assoc. Director OES signature: _____ Date: _____

Dean/Director signature: _____ Date: _____

Student Accounts Representative: _____ Date: _____