



Student and Academic Affairs
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Thompson Hall, Suite 2300
Fairfax, Virginia 22030
Phone: 703-993-2080; Email: cehdsaa@gmu.edu

INTERNAL USE ONLY

Approved Denied

Date Student Notified:

WITHDRAWAL REQUEST

Name: _____ G Number: _____

Mason Email: _____ Phone Number: _____

Major or Program: _____ Graduate Undergraduate

Semester you are requesting to be withdrawn from: _____
(Please submit a separate form for each semester requested.)

TERM

YEAR

Are you requesting a full withdrawal from all courses for this semester? Yes No

If requesting a *partial* withdrawal, please list the specific courses from which you are requesting to be withdrawn:

INSTRUCTIONS: It is the student's responsibility to submit a complete and thorough packet that addresses all of the following criteria at the time of initial submission. Incomplete requests will not be considered.

1. In a separate Word document, provide a detailed explanation of the reason(s) that you feel is/are most compelling for your withdrawal request, how the circumstance(s) impacted you and your ability to be a successful student in the requested term, steps you proactively took with your instructor(s) and/or advisor to mitigate the need for a withdrawal (e.g., requesting an incomplete grade), and any additional details you wish to be considered for your request. If you are requesting a partial withdrawal from the semester, please include an explanation of why only the specific course(s) was/were impacted and why you were able to be successful in other courses you pursued that semester.
2. Attach all relevant information and supporting documentation for the request. You can find more information regarding appropriate documentation for consideration of your request under Withdrawal Requests on our website: <https://cehd.gmu.edu/current-students/policies-and-procedures/>.
3. Please submit your completed Withdrawal Request form, statement, and supporting documentation to CEHD's Office of Student and Academic Affairs at cehdsaa@gmu.edu from your **GMU email** account.

Read and sign: Requests are not effective unless approved by the College of Education and Human Development, Office of Student and Academic Affairs (SAA). Submission of a request does not guarantee approval. Students should continue to attend all classes to the best of their ability until a withdrawal request has been approved. It is the student's responsibility to continue to access their Mason email account for any correspondence relating to the request. An incomplete request with no student contact for 30 days will be automatically denied and considered closed. Decisions may take up to 30 days to be rendered; the student shall plan accordingly. International students on F-1 or J-1 Visa status must meet with their OIPS advisor before making this request.

I have read and will comply with the rules, regulations, requirements, and academic policies of the College and University. I certify that the above and any accompanying information is accurate and not in violation of the Honor Code.

STUDENT SIGNATURE

DATE