



College of Education and Human Development

Student and Academic Affairs
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INTERNAL USE ONLY

Approved Denied

Date Student Notified:

WITHDRAWAL REQUEST FORM

Name: _____ G Number: _____

Mason email: _____ Phone Number: _____

Major or Program: _____ Graduate Undergraduate

Semester you are requesting to be withdrawn from: _____

Are you requesting to be withdrawn from all courses for this semester? Yes No

If no, please list the specific courses you are requesting to be withdrawn from:

1. State your specific reason for the request and the details you wish to be considered. If you are requesting a partial withdrawal, please include why only the specific course(s) was/were impacted. You may attach a typed statement if more space is needed.

2. Attach all relevant information or supporting documentation for the requests. Requests without third-party supporting documentation will be denied.

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.

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