Academic Status Request Form:  

Course #    Instructor Name (print)

Students who are requesting an exception to George Mason University policy after the official deadline must complete this form. The student must continue to attend all classes until officially notified that the request is approved. The Associate Dean reserves the right to determine adjustments (if any) that should be allowed to the student’s course schedule. Please check with the VSE Student Services Office (Suite 2500, Engineering Building) to determine the specific course(s) in your schedule which requires the submission of an Academic Status Request Form.

Student Information (Completed by Student)

Name_________________________________ G#_________________ Today’s Date_________  
Please Print (Last) (First)

Street Address____________________________________________________________________________

City____________________________ State______ Zip_________ GMU e-mail__________

Phone (H)_________________ (W)_____________ Major__________ Total Credits Enrolled__________

Academic Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Other ___ GPA

Instructor Information (Completed by Instructor)

The student named above is requesting an exception to George Mason University policy. This student is enrolled in a class that you are teaching (see top of form). Please assist us in reaching a decision. It is very important that you return this form to the VSE Student Services Office within the next three (3) days (student can hand carry to our office or you can return via interoffice mail to MSN 5C8, email to vseugrad@gmu.edu, fax to 703-993-1633).

To your knowledge, did this student ever attend your class? ____________________________ (Yes/No)

If yes, when did the student last attend class?__________________________________________

Has the student missed any graded work with you?____________(Yes/No). If yes, please indicate the nature of the work and approximate dates.__________________________________________

If this student has missed any graded work, could this student arrange an incomplete in this class?____

If possible, indicate a current grade average: (A B C D F) Other?________________________

Comments (if any):

Instructor Information:_____________________/_____________________/__________________________

Course Number  Print Name  Signature

_____________________/_____________________/__________________________

Your Department  Phone number  e-mail  Today’s Date