PARTIAL WITHDRAWAL (late drop)

A. Complete a VSE Student Request for Information/Appointment Form and Application for Withdrawal form. These forms are available from the Undergraduate Student Services Office, Suite 2500 Engineering Building.

B. Complete the Academic Status Request Form. You may be required to obtain instructor information before turning in your request.

C. After turning in your request to Student Services (2500 Engineering Building), you may check on the status of your request after several days. An official email will be sent to your Mason account within a week of filing your request with our office.

D. Continue to attend class until you are officially notified your request has been approved.

E. If the request is denied, any additional processing will be contingent on the submission of additional information that is pertinent to your request.

F. Appointments with the Dean concerning a student special request are scheduled only if the additional data are of such a nature that they cannot be submitted effectively in writing.

G. It is recommended that the student follow up on a request to ensure that it achieved the desired results.

H. Students should be aware that George Mason University policy permits late partial withdrawal (late drop) only when there are extenuating circumstances for nonacademic related reasons that prevent completion of the course.

STUDENT SPECIAL REQUEST PROCEDURES

Students should be familiar with academic policies presented in the George Mason University Catalog. The following sections are of special interest: Credits earned at other Institutions; Academic load; Canceling Registration/Withdrawal; Changing Registration (Schedule Adjustment); Withdrawal from a Semester; Attendance Policies; Academic Standing.

Requests for exceptions to George Mason University academic policies are approved only under extraordinary circumstances. A student may initiate the processing of a request by completing a “Student Request for Information Form,” which may be obtained from the VSE Student Services Office (Suite 2500 Engineering Building) Telephone (703) 993-1511, http://volgenau.gmu.edu.

Students are responsible for ensuring that data required for processing the request are forwarded to the VSE Student Services Office in a timely manner. Students should be aware of the importance of initiating special requests at the earliest possible time. Elapsed times (from the first day of class, to student initiation of request, and to receipt of necessary information for processing request) will be taken into consideration during the request evaluation process. In addition, instructor indication of less than satisfactory academic performance may be grounds for denying student’s request based on “nonacademic” reasons.

If the request is a result of illness, the student must provide information from a physician or a medical facility that can be evaluated and verified by this office. The information must be submitted as soon as possible after the onset of the problem. Students are encouraged to use services available through the University Counseling Center. Students also should discuss academic problems with their instructor, advisor, and department chairperson prior to filing request with the VSE Student Services Office. Inquires concerning status of request can be made by calling the VSE Student Services Office at 703-993-1511.

4/13/2011