



College of Arts
and Sciences

Office of Graduate Academic Affairs
100 College Hall
4400 University Drive, MS 3A3
Fairfax, VA 22030-4444

Phone: 703-993-8864
E-mail: casgradstudent@gmu.edu
Fax: 703-993-8714
Web: <http://cas.gmu.edu>

Instructions for Requesting a Withdrawal After the Drop Deadline

Students are permitted to withdraw from a course(s), after the drop deadline, for non-academic reasons only (e.g., a medical emergency, family crisis, or sudden/significant change in employment responsibilities.) Students who wish to withdraw must submit the following to Jamie Cooper, Assistant Dean for Graduate Academic Affairs, at the above address:

1. A request explaining the conditions that necessitated the need to withdraw from the course(s). Requests will be accepted by mail, fax (703-993-8714), or by e-mail via the student's GMU email account.
2. Documentation (e.g., medical records, statement from employer/supervisor) to support the conditions and contact information for individual's involved (e.g., physician, employer/supervisor).

Once the request and required documentation is received, the instructor(s) will be contacted to ascertain whether or not the student is in good academic standing. If the student is not in good academic standing, the request will be denied. If the request is approved, the appropriate withdrawal form will be sent directly to the Registrar's Office.

Students should continue to attend class until the withdrawal request has been approved and sent to the Registrar by the CAS Dean's Office. Cessation in attending class may adversely affect the student's standing in class and result in a denial of the withdrawal request.

The Registrar's Office will only process a withdrawal request if the Office of Student Accounts verifies that there are no unpaid charges on the student's account. The university does not refund tuition when a student voluntarily withdraws from a course after the drop deadline published each semester in the *Schedule of Classes*.

Requests for withdrawal from courses taken more than one year ago also require the approval of the Provost's office.