ACADEMIC STATUS FORM

PART A: To be completed by student:

An enrollment adjustment after posted semester deadlines is an exception to University policy. Please complete Part A and submit the form to the instructor of the course you are attempting to add or withdraw. Complete one form for each course you are requesting an enrollment adjustment.

NAME: _______________________________ G#: __________________________

COURSE/CRN#: ______________________ SEMESTER/YEAR: __________

INSTRUCTOR'S NAME: __________________________________________

REQUEST: ADD _______ WITHDRAW _______

PART B: To be completed by instructor:

Note to course instructor: Information you provide will be used by the Assistant Dean as guidance when making a decision regarding this request. The information you provide does not constitute a recommendation or endorsement of the student's request. The above student is requesting an exception from the School of Business to add or withdraw from your course after the University deadlines. Please provide the information requested below to assist us in reaching a decision. If you have questions, please call the Student Success and Academic Services Office at 703-993-1880. Please return this form as soon as possible to Enterprise Hall-Lower Level, Room 008, MSN 5A1 or by email to busreqst@gmu.edu.

1. To your knowledge, has this student been attending class? __________________________

2. Has this student missed any graded work in your course? YES * _________ NO _________

3. *If yes, please indicate the nature of the work and its scheduled due date: __________________________

4. If grade has not been recorded and you had to assign a current grade, what would it be? ______________

5. Additional comments: ________________________________________________________________

__________________________________________________________

INSTRUCTOR’S SIGNATURE: ___________________________ DATE: __________