Non-Academic Withdrawals

Policies

A late withdrawal after the deadline is an exception to George Mason University policy. Late withdrawals may be considered when there are extreme unforeseen and serious medical/mental health circumstances outside of the student’s control which prevented the student from dropping by the drop and selective withdrawal deadlines and/or attending all classes and completing the requirements. Requests are considered only under exceptional circumstances. Students may request a non-academic withdrawal after the drop and selective withdrawal deadlines and up until the degree conferral date for the semester, if the student experienced an extreme unforeseen medical/mental health or other emergency that prevented the student from dropping by the drop and selective withdrawal deadlines AND prevented the student from attending and completing assignments for the course/s. Students will need to provide verifiable, third-party documentation with the request. Such documentation is required of all students submitting requests to ensure equity and fairness. Once an appeal for a non-academic withdrawal and all supporting documentation is submitted, the request will be reviewed by the Assistant Dean for Undergraduate Academic Affairs. Appeals of denied non-academic and retroactive withdrawals will be reviewed by the School of Business Appeals Review Board. Until a student receives written confirmation that their request has been approved, the student should operate under the assumption that it will be denied (i.e., the student should continue to attend class, submit assignments, consider alternatives, etc.).

In order to receive consideration, appeals for schedule adjustments must be submitted by close of business on the degree conferral date for the semester in which the appeal is taking place (spring, summer, fall). Requests made after this time-frame will need to have a written statement detailing what prevented the student from submitting the appeal in a timely manner and are due up until three weeks after the degree conferral date. Withdrawals are typically allowed only for full semesters at a time (i.e., students must withdraw from all courses in the semester requested), unless the student is able to provide evidence and documentation of how the circumstance/s only impact the one course.

Exceptional circumstances include - but are not limited to:

1. **Medical & Mental Health Circumstances** - Requests for withdrawals due to severe medical and mental health circumstances must be supported by relevant, dated, and signed medical documentation. The documentation must show a substantial medical change that arose unexpectedly after the drop AND selective withdrawal period has ended. If a student is seeking a partial withdrawal, the student must provide documented medical support of why the condition has only affected that one course (or courses) specifically and why it is not affecting the other courses. Otherwise, only a full withdrawal from all courses in a semester will be considered. If the medical condition occurred after the drop and selective withdrawal deadline, the documentation must...
provide evidence of what prevented the student from attending class and completing assignments.

2. **Employment** - Requests for withdrawals due to increased or more stressful work-related reasons, including conferences and travel, are not considered valid. Only unanticipated and unavoidable changes in employment (for example company headquarters relocating out-of-state or a military or other deployment) that occur after the drop date and selective withdrawal deadline and which result in a direct scheduling conflict with all courses will be considered. These requests must be documented by the employer on company letterhead. An increased or more stressful workload is not considered a valid reason to request a withdrawal (see the University Catalog under "Academic Load"). NOTE: No course may be dropped for work reasons after 12 weeks or 4/5 of the term have passed.

**Withdrawal is Not Allowed**

- To avoid an unsatisfactory grade.
- To avoid a School of Business or Accounting major/concentration termination.
- If there is an open honor code or student conduct violation on record.
- To correct enrollment errors on the part of the student. Students are responsible for all courses in which they remain officially enrolled after the drop period has ended.
- When the withdrawal is retroactive: Once an academic term is completed, the course grade becomes part of the student's permanent academic record. Requests for withdrawals after this time, considered retroactive withdrawals must be submitted within three weeks after the degree conferral date for the semester (spring, summer, and fall semesters).
- Faculty member preference or time preference.
- When the student has graduated: Withdrawals are not allowed for courses that have been applied to a completed degree. Once the degree has been conferred and the student has graduated, the transcript is sealed and not subject to alteration.

Instructors do not have the authority to withdraw students from classes.

**Requesting a Non-Academic Withdrawal**

1. Review all policies pertaining to non-academic withdrawals.
2. Review deadlines for non-academic and retroactive withdrawals:
   1. Completed requests must be submitted by the degree conferral date in the semester in which the withdrawal is requested.
   2. Late requests, with supporting essay of what prevented the student from submitted the request by the degree conferral date, will be considered within three weeks of the degree conferral date deadline.
   3. Requests submitted after three weeks of the degree conferral date deadline will automatically be denied, unless the student has verifiable documentation that extreme circumstances prevented them from meeting this deadline.
3. Meet with an academic advisor to discuss the situation.
4. Fill out a School of Business Request for Late Enrollment Adjustment form and Academic Status Form
   http://business.gmu.edu/undergraduate/policiesproceduresforms/explaining the specific
request and reasons. Only written materials and verifiable, third-party documentation can be used to reach a decision.

5. Submit your completed request by the degree conferral date with supporting documentation to the Office of Student Success and Academic Services in Enterprise Hall room 008, or by e-mail to busreqst@gmu.edu.

6. Submit your request in a timely manner and by the degree conferral date for the semester you are petitioning the changes be made. Timing is very important when submitting a request to withdraw.

7. Provide requested documentation in a timely manner. After 30 days, all incomplete requests are automatically denied.

8. Continue attending all classes in which you are officially enrolled and complete the required coursework unless you receive written approval from The School of Business that your withdrawal request was approved. If permission is granted, you will need to confirm that there are no holds on your record for the withdrawal to be processed.

9. Appeals of denied non-academic withdrawal and retroactive requests will be reviewed by the School of Business Appeals Review Board.

If you are granted a withdrawal, it will result in a "W" on your permanent record. These non-academic withdrawals do not count towards your allowed selective withdrawals or towards the School of Business Termination Policies. Non-academic withdrawals count towards attempted hours and may impact GPA and standing. The School of Business does not reimburse tuition. Late withdrawals are not subject to tuition reimbursement, students are requested to work with the Office of Student Accounts regarding tuition and fees.