



Undergraduate Academic Affairs  
 College of Humanities and Social Sciences  
 College of Science  
**WITHDRAWAL REQUEST**

	<b>OFFICE USE ONLY</b>
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\*Mr/Ms: \_\_\_\_\_

\*G#: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*GMU email: \_\_\_\_\_@gmu.edu

Official correspondence may be sent to this address.

\_\_\_\_\_ City State Zip

Telephone: if yes, we will leave a detailed message on voice mail

Home ( ) \_\_\_\_\_ Message? yes/no

Cell/Work ( ) \_\_\_\_\_ Message? yes/no

\*Major: \_\_\_\_\_

**\*Required Information**

State your specific request and the details you wish the Dean to consider. Verifiable third-party documentation must be supplied in support of this request (see back for details). Questions about documentation needed for requests can be directed to a Case Management Specialist ([chssdean@gmu.edu](mailto:chssdean@gmu.edu), 703.993.8727). *Required documentation must be provided within 30 days of receipt of your request to the Undergraduate Academic Affairs Office. After 30 days, the request will be automatically denied.*

Semester you are requesting to be withdrawn from class(es): \_\_\_\_\_

Are you requesting a withdrawal from all courses in this semester? Yes \_\_\_\_\_, No \_\_\_\_\_

If you are not requesting withdrawal from all courses, please list the courses you wish to withdraw from. *Partial withdrawals are approved only in rare situations and only when third party documentation shows why only those courses are affected for a non-academic reason.*

\_\_\_\_\_

\_\_\_\_\_

**Read and Sign:** I understand that requests are not effective unless approved by the Undergraduate Academic Affairs Office. I certify that the above information is accurate and not in violation of the Honor Code. Acceptance of requests for Dean's review does not guarantee approval or a definite date when a decision can be reached. I have read and will comply with the rules, regulations, requirements and academic policies of the college and university.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date