



Late Withdrawal Request Form (Undergraduates)

INSTRUCTIONS

Both sides of this form must be completed. Please complete steps 1-4 below before completing the other side of this form.

Note: International students may not utilize this process for retroactive withdrawal from classes and should meet with their ISO advisor to discuss options.

Step I: Please review and initial the following checklist to assist you through the late withdrawal request process. If the statement does not apply to you, mark N/A (not applicable).

_____ I have reviewed the [Guidelines for Late Withdrawal Requests](#).

_____ I have met with my **Academic Advisor** to discuss withdrawal options and understand the potential impact on my academic plan.

_____ If I am on any form of financial aid, I have contacted the **Office of Student Financial Assistance** and **Student Accounts** to obtain information about how a withdrawal will affect my current and future financial aid and student account:

<http://colonialcentral.gwu.edu/visit-colonial-central>

_____ I have contacted **Disability Support Services** to review how a withdrawal will affect my accommodations:

<https://disabilitysupport.gwu.edu>

_____ I am a student-athlete and have contacted the Compliance Officer in the **Department of Athletics** to discuss the impact of a withdrawal on my eligibility status: <http://www.gwsports.com/>

_____ I am a student-veteran and have contacted the **Office of Military and Veteran Student Services** to discuss the impact of a withdrawal on my veteran educational benefits: <http://services.military.gwu.edu/>

_____ If the withdrawal request is based on medical grounds, I am required to provide supporting, verifiable documentation from licensed medical professionals to substantiate the request. This documentation may be provided by the **Colonial Health**

Step II: Attach the following to this completed form:

- A **PERSONAL STATEMENT** that provides compelling evidence of the necessity of your withdrawal after the deadline. Please also address, if applicable, the following information:
 - Specific dates of when the events/condition occurred that led you to pursue this request.
 - When you stopped attending class(es), if applicable.
- **SUPPORTING, VERIFIABLE DOCUMENTATION** for Academic, Administrative, Financial, or Personal reasons (examples may include deployment paperwork, obituaries, police reports, affidavits, bank statements, divorce summaries, etc.).
 - If you are requesting a withdrawal based on medical grounds, you must provide supporting, verifiable documentation from licensed medical professionals at **Colonial Health** or an outside provider.

Step III: Complete the Other Side of this Form.

Step IV: Submit your withdrawal packet (request form, personal statement, and supporting documentation) to your academic advisor or your advising office front desk staff. Your Academic Advisor will submit the complete packet to the Director of Academic Advising for your School/College. Students will be notified by GW Email. Students should not assume that late withdrawal requests will be approved.

