

## **Late Withdrawal Request Guidelines for Undergraduates**

### **Background**

George Washington University policy stipulates that students may not withdraw from classes after the 4<sup>th</sup> week of a summer term or 10<sup>th</sup> week of a fall or spring term, however, circumstances can arise that make satisfactory academic progress either difficult or impossible. For this reason, GW understands that students may need to withdraw from coursework after the stipulated deadlines. The late withdrawal request process is primarily focused on the student's academic record as it relates to the student's health and wellness. Accordingly, requests will be considered in light of each student's specific circumstances. Students may request a late withdrawal from one course or multiple courses; each request will be considered on a case-by-case basis. Requests for a late withdrawal may be submitted at any point prior to the award of the bachelor's degree for which the course has been applied.

Withdrawal from a course after the 4<sup>th</sup> week of a summer term or 10<sup>th</sup> week of the fall or spring term may have an impact on a student's financial aid, housing, veteran's benefits, and visa status among other areas. Students who are considering submitting a late withdrawal request are urged to contact the respective offices (as applicable) to discuss the implications for withdrawing. For more information on the university refund schedule, please see the Registrar's website at <https://registrar.gwu.edu/withdrawals-refunds>. Students should also speak with their professor(s) regarding withdrawing from their course(s) prior to submitting the withdrawal request. Depending on the circumstances, a professor might utilize alternative options that alleviate the need to withdraw from the impacted course. These options might also alleviate academic/financial implications that could be an issue should a later withdraw be approved.

### **Medical Documentation Guidelines**

Students should provide any relevant documentation from a licensed health care provider to substantiate a withdrawal request submitted on medical grounds. Documentation may be provided by the Colonial Health Center or an outside provider from whom the student has been evaluated and is seeking treatment. Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the health care provider. Documentation must include the name, title, contact information, and professional credentials of the provider and the medical reason for the request. The provider's letter of support should include the following:

- A statement of condition as a medical diagnosis
- Date of diagnosis
- Dates the student was under professional care
- Date of last contact with student
- Prognosis of condition
- Description of symptoms that impacted student's ability to succeed academically
- Description of conditions necessary for student to succeed academically
- Any additional information that is relevant to the exception request

### **Request Process and Review**

After an initial conversation with an Academic Advisor and applicable offices, students who wish to request a late withdrawal must complete the [Exception Request Form](#) and submit it with substantive support information to the student's academic advisor or advising office. The Director of Academic Advising for the respective school/college will review the request and submit the request with their recommendation to the Committee on Academic Withdrawals, which consists of the University Registrar, Executive Director of Enrollment Retention, and Director of Student Support and Family Engagement.

During the review process, the Director of Academic Advising or the Committee on Academic Withdrawals may contact faculty and staff at the university to provide additional context for the student's request. This may include

contacting the instructor of the requested course(s) and other courses to learn more about the student's grades and participation in the course(s). This may also include contacting various campus offices that provide student support services to learn more about whether the student utilized these services.

Each request is reviewed on a case-by-case basis to determine if the documentation submitted supports the request for a late withdrawal. Most requests are reviewed by the committee within 10 calendar days (holidays/university breaks excluded) of the date the Director of Academic Advising submits the request and all relevant documentation to the committee. While the request is under review students should continue to attend class and submit assignments for the course(s) for which the late withdrawal request was submitted. Once the committee has reached its decision students will receive email notification to their official GW email address with the outcome. The late withdrawal request form will be sent to the Registrar's Office for processing and returned to the student's college/school with the decision.

Should the late withdrawal request be approved, students should meet with their academic advisor to discuss the implications of the withdrawal. Students who are completing a complete term withdrawal should contact the Office of Student Financial Assistance, International Services Office, Office of Student Accounts, Office of Military and Veteran Student Services, Office of Disability Support Services, Colonial Health Center, and any other applicable offices to inform them of the decision. Students who do not intend to return to the University for the subsequent term should update their permanent address in GWeb (<http://banweb.gwu.edu>) and complete the Withdrawal Survey (<http://go.gwu.edu/withdrawalsurvey>) before leaving.

## **Appeals**

Appeals of the decision reached by the Committee on Academic Withdrawals may be submitted to the Office of the Provost with the basis for the appeal.