GEORGE MASON UNIVERSITY

Exploratory & Non-Degree

STUDENT ACADEMIC ACTION APPEAL
For Exploratory/Undeclared (Provost, not CEC or SBUS) & UG Non-Degree Students

This form represents requests that deviate from standard George Mason University policy expectations. As such, extenuating circumstances must be articulated and documented for the request to be considered.

Full Name: _____   **G#:** _____

E-Mail: _____ **@gmu.edu**

Status: FR SO JR SR   Undergraduate Non-Degree   High School Guest Matriculant

ACADEMIC REQUEST: *(check one request)*

Total Withdrawal* + *(all courses)*
- □ Current Semester
- □ Previous Semester - Specify Semester: Fall / Spring / Summer   Year:

Late Course Withdrawal* + *Specify Course:*
- □ Current Semester
- □ Previous Semester - Specify Semester: Fall / Spring / Summer   Year:

Leave of Absence*

- □ Dean's Approval required for more than one semester
- □ Late Leave of Absence – include Total Withdraw Request for current semester

Study Elsewhere + *(permission not required for Non-Degree students)*

- □ Fill out the ***Study Elsewhere Form*** from the Registrar website and include in your request

Credit Overload + *(over 18 credits) Specify **total** amount of credits to be taken:* _____

- □ Fill out the ***Credit Overload Request Form*** from the Registrar website & include in your request

Re-enrollment *(School/college academic affairs/student services approval required for students below a 2.0 cumulative GPA)*

- □ Fill out the ***Re-enrollment Form*** from the Registrar website & include in your request

Suspension Override OR Return from Suspension

Permission for Repeating Course Exception

- □ Fill out the **Student *Success Plan*** from the Registrar website & include in your request

Other Specify request: _____

* Requests involving tuition refunds or waivers must be directed to the Student Accounts Office as well.
+ If you are receiving some form of Financial Aid, please review your status with the Office of Financial Aid before pursuing this action request.

REQUEST INSTRUCTIONS:

The following information ***must*** be completed and submitted with this form before your request will be considered.

- □ **Contact** an Exploratory Academic Advisor with any questions (https://advising.gmu.edu/exploratory); in some cases a meeting may be required.

- □ Include **a written statement** explaining the details of your request and rationale for it.

- □ **Provide all relevant documents** that support the rationale you articulated in your written statement (medical records, employer verification, course description, etc.)

- □ **Email completed form with documentation and written statement** to advisor@gmu.edu or directly to your Exploratory Advisor.

STUDENT SIGNATURE _____ **DATE** _____

ACADEMIC ADVISOR SIGNATURE _____ **DATE:** _____

DEPARTMENTAL USE: Date Action Taken: _____ **Action Recommendation:** _____