



Exploratory/Undeclared

STUDENT ACADEMIC REQUEST

(For Provost Exploratory/Undeclared (Non VSE) & UG Non-Degree Students)

Full Name:

G#:

E-Mail:

@gmu.edu

Status: FR SO JR SR Non-Degree 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/current-student/exploratory-academic-advising/>); in some cases a meeting may be required.
- Include **the details of your request** with dates and appropriate references on another page or in body of email.
- Include all relevant documents** with your request (e.g. medical or employer verification, program/course descriptions) substantiating and supporting your request.
- Email completed form with documentation** to advisor@gmu.edu or directly to your Exploratory Advisor.

STUDENT SIGNATURE _____ DATE _____

ACADEMIC ADVISOR SIGNATURE _____ DATE: _____

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