Registration Exceptions Form

Late Registration Change/LOA/Tuition Refund Request

CCAS Office of Graduate Studies
Smith Hall, Suite 118
801 22nd Street, NW
Washington, DC 20052
Email: ccasgradserv@gwu.edu
Phone: 202-994-6210

Please review the guidelines and policies below before completing this form.

Guidelines

- All requests for a late registration change, leave of absence (LOA), and/or tuition refund must be reviewed and signed by your program's director of graduate studies (DGS). Please submit your completed form and all supporting documentation to your DGS, who will forward it to the CCAS Office of Graduate Studies.
- **Supporting documentation** may include (but is not limited to) the following:
  - a narrative explaining the reasons for your request; documentation from a licensed health care provider (dated, signed, and on letterhead), including relevant information about your diagnosis and its impact on your ability to succeed academically as well as the dates of your diagnosis and treatment; and/or documentation of military deployment or call to active duty.
- To expedite the associate dean's review of your petition, please provide as much detail and documentation as possible. If the associate dean requires additional information, your student services coordinator will contact you via your GW email address.
- Submission of a request for a late registration change, LOA, and/or tuition refund does not guarantee approval.

Late Registration Change

- CCAS graduate students may drop courses until the end of the fourth week of the semester and may withdraw from courses until the end of the tenth week of the semester. Requests to withdraw from a course after the tenth week of the semester must be approved by the associate dean. (Deadlines for dropping or withdrawing from courses in summer sessions can be found on the Office of The Registrar website.)
- All requests for a late change in registration must include a completed Registration Transaction Form and supporting documentation.
- Before submitting your request, please consult terms of any GW award you may have received (including assistantships/fellowships) as well as the terms of any external awards, loans, or other need-based financial aid, regarding the possible effects of any late registration changes. (International students should also verify that their requested change will not place them in violation of the terms of their visa.)
- Please be aware that a notation of *W* will appear on your transcript when you withdraw from a course. When you drop a course, it will be removed from your academic record.

Leave of Absence (LOA)

- CCAS graduate students must be registered each fall and spring semester, unless they are approved to take a Leave of Absence (LOA) from their program.
- CCAS graduate students may request up to **two semesters** of LOA. Additional semesters will be approved only for medical/family emergencies and military deployment.
- All LOA requests must be made for the current semester and must include a completed Leave of Absence/Continuous Enrollment Form. If you request an LOA after the end of the second week of the semester or you are requesting a third or fourth semester of LOA, you ***must*** provide supporting documentation (see Supporting Documentation guidelines above).
- If you are requesting an LOA prior to the start of the semester or before the end of the second week of classes, please drop all the courses for which you are registered.
- If you are receiving funding, please be aware that your award will not automatically carry over or continue after your LOA. You will need to make a request to defer your funding in your LOA application.

Tuition Refund Request

- Tuition refunds are provided according to the university refund schedule. Exceptions to this policy will be considered only in exceptional circumstances.
- If you are requesting an exception to the university's refund policy, you ***must*** provide supporting documentation.
- Requests for tuition refunds should be submitted in the semester for which the refund is requested.

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Please review the guidelines and policies listed on the first page before completing this form. Please attach supporting documentation that explains why you believe your request should be granted.

Student Name: _____ GWID: _____

Department/Program: _____ Degree: _____

Do you currently receive a GW graduate assistantship, fellowship, or tuition award? Yes ☐ No ☐

Type of Request *(please check all that apply)*:

Late Registration Change
- ☐ Drop course(s) after 2nd week of the semester
- ☐ Add credit hours after 10th week of the semester
- ☐ Withdraw from course(s) after 10th week of the semester
- ☐ Other: _____

Please note: If your petition to withdraw from a course(s) after the 10th week of the semester is approved, a notation of *W* will appear next to the course on your transcript.

Leave of Absence (LOA) Semester: _____
- ☐ Requested prior to the start or before the end of the 2nd week of the semester
- ☐ Requested after the 2nd week of the semester
- ☐ Requesting access to purchase SHIP (Student Health Insurance Plan)

Reason for LOA (documentation <u>required</u> after the 2nd week of the semester):
- ☐ To receive medical/mental health assistance
- ☐ To fulfill family responsibilities
- ☐ To address work responsibilities
- ☐ To pursue paid work for financial reasons
- ☐ Military service/called to active duty
- ☐ Other: _____

☐ Refund of tuition fees (*must check all relevant boxes above*)

Student signature: _____ Date: _____

Director of Graduate Studies *(print name):* _____ Recommend ___ Deny ____

DGS Comments *(required):*

DGS signature: _____ Date: _____