Registration Exceptions Form

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.
- A statement explaining the reasons for your request is required.
- Supporting documentation may be included.
- Submission of a request for a late registration change, LOA, and/or tuition refund does not guarantee approval.
- Before submitting your request, please consult terms of any GW award you may have received, 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.

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 drop a course after the fourth week or 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.)
- 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.
- International students should consult with the International Services Office regarding their status.

Leave of Absence (LOA)

- CCAS graduate students must be registered or be on approved Leave of Absence (LOA) by the Registrar's deadline each fall and spring semester.
- CCAS graduate students may request up to **two semesters** of LOA. LOAs are normally granted for medical or family reasons or, at the discretion of the program and associate dean, for other reasons.
- More than two semesters of LOA require supporting documentation, as well as review and approval by the associate dean.

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 the 4th 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 mental health/medical 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: _____