

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

DROP/WITHDRAW PETITION FORM - COURSES PRIOR TO SPRING 2021 Health Sciences Dean's Office

USE: For Health Sciences students petitioning for a change to their course registration. A petition is a formal request for an exception to the established course drop and refund policy based on extenuating circumstances that have caused significant disruption to one's studies. To be considered, petitions must include a detailed justification and appropriate supporting documentation of the student case to aid in the review process. Approval is not guaranteed.

- **Deadlines:** Course drop and withdraw deadlines are published on the Health Sciences Student Services website: <https://go.gwu.edu/hsdroprefundschedule>
- Petitions for a DROP or WITHDRAW will be reviewed until the last day of classes of the current semester.
- If a final grade has already been entered, review the *Appeal Procedures for Cases of Alleged Improper Academic Evaluation* policy in the Regulations section in the Health Sciences Bulletin: <http://bulletin.gwu.edu/medicine-health-sciences/>
- Please consult with your academic advisor prior to submitting this form, and be aware of Satisfactory Academic Progress requirements: <https://financialaid.gwu.edu/satisfactory-academic-progress>

Important Definitions

- **Drop (Tuition Refund Eligible):** Courses dropped once a semester begins are subject to the posted refund schedule, which governs the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal: <https://go.gwu.edu/hsdroprefundschedule>. No record of the course will be reflected on the transcript.
- **Withdrawal (No Tuition Refund):** Once the course refund period has ended, a dropped course is considered a withdrawal, and a notation of W (Authorized Withdrawal) will appear on the transcript. Course withdrawals are not refund eligible.
- **Unauthorized Withdrawal (No Tuition Refund):** There is no automatic course drop for no-shows in on-campus or online courses. The symbol of Z is assigned when students do not attend or only briefly attend a course and in which they have done no graded work; the Z denotes an Unauthorized Withdrawal. Unauthorized withdrawals are not refund eligible.
- **Leave of Absence (LOA):** Applies to students seeking an approved break from their program of study. Please see the LOA policy under Regulations section of the Health Sciences Bulletin: <http://bulletin.gwu.edu/medicine-health-sciences/>

Student Name: _____

GWID: _____

GW Email: _____

Semester: _____

Degree/Certificate: _____

Major: _____

1. Are you past the published deadline for your request?

YES _____ NO _____

See above for link to drop/refund schedule.

If NO – you do not need to complete this form. Complete and submit the Registration Transaction Form:

https://registrar.gwu.edu/sites/g/files/zaxdzs2171/f/RegistrationTransactionForm2019_Feb2020.pdf

2. Are you petitioning to DROP or WITHDRAW from a course?

DROP _____ WITHDRAW _____

(DROP = tuition refund eligible / WITHDRAW = no tuition refund)

2A. If petitioning to DROP, is this a 15 week or an accelerated (8, 10 week) course?

15 week _____ Accelerated _____

2B. What percentage refund are you petitioning for?

15 week options: 100% ___ 90% ___ 60% ___ 40% ___ 25% ___

Accelerated options: 100% ___ 85% ___

2C. If petitioning to DROP a course, do you need to register for a Leave of Absence (LOA)? This is required in fall and spring semesters to maintain active status in the program if all courses are dropped.

YES, I need to take a LOA _____

NO, I do not need to take an LA _____

All petitions must include a completed RTF. If you will require an LOA, a completed LOA/CE Registration Form must also be submitted: https://registrar.gwu.edu/sites/g/files/zaxdzs2171/f/LeaveOfAbsence_Feb2020.pdf

Justification (required): provide a detailed explanation supporting your petition to drop or withdraw from a course after the deadline. If additional space is needed, please submit a separate document.

Documentation (required): submit appropriate documentation (e.g., doctor's note on letterhead, military orders, employer verification) in support of your justification. All documentation must be received at the same time as this Petition, Registration Transaction Form, and LOA/CE Registration Form (if applicable) for timely processing.

Student Signature: _____ **Date:** _____

Office Use Only		
Advisor check	SFAREGW - eligible to register? YES ____ NO ____ SOAHOLD – any holds? YES ____ NO ____ SHACRSE – prior LOAs? YES ____ NO ____	Comments: Advisor Initial: _____ Date: _____
Program Director	Comments: Approved ____ Not Approved ____ Signature _____ Date: _____	
Department Chair	Comments: Approved ____ Not Approved ____ Signature _____ Date: _____	
HS Dean's Office	Comments: Approved ____ Not Approved ____ Signature _____ Date: _____	