

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

General Petition Request Form Health Sciences Dean's Office

INSTRUCTIONS:

1. Complete all fields below.
2. Attach any additional required forms.
 - a. Requests to add or drop/withdraw classes must include a completed Registration Transaction Form (RTF): https://registrar.gwu.edu/sites/g/files/zaxdzs2171ff/downloads/reg_transaction_form.pdf
 - b. Leave of Absence (LOA) and Continuous Enrollment (CE) requests must include a completed LOA/CE form: https://smhs.gwu.edu/sites/default/files/LOA_CE_2018.pdf
3. Attach any supporting documentation (e.g., doctor's note on letterhead, military orders, employer verification).
4. Submit with applicable attachments to your academic advisor or program director.

NOTE: If you are using federal financial aid including loans, be aware there are possible eligibility implications for a course withdrawal, repeating a course, incomplete grade, etc. Please read the federal policy on Satisfactory Academic Progress requirements - <https://financialaid.gwu.edu/satisfactory-academic-progress>. A reduction of credit hours may also require a loan rebudget. Contact the Office of Student Financial Assistance to understand the impact of your request on your financial aid eligibility.

Student Name: _____ **GWID:** _____

GW Email: _____ **Phone:** _____

Degree/Certificate: _____ **Major:** _____

Action Requested (be specific, e.g., LOA for Spring 2018):

Justification for request (submit a separate document if additional space is needed):

Student Signature: _____ **Date:** _____

For Office Use Only		
Approve	Deny	Comments:
Program Director Signature:		Date:
Approve	Deny	Comments:
Department Chair Signature:		Date:
Approve	Deny	Comments:
Health Sciences Dean's Office Signature:		Date: