



Undergraduate Academic Affairs  
College of Humanities and Social Sciences

WITHDRAWAL REQUEST

	OFFICE USE ONLY
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Name: \_\_\_\_\_

G#: \_\_\_\_\_

Address: \_\_\_\_\_

**Mason email:** \_\_\_\_\_

Official correspondence will be sent to this address.

\_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_ Message? yes/no  
if yes, we will leave a detailed message on voice mail

Major: \_\_\_\_\_

State your specific request and the details you wish the Dean to consider. Verifiable third-party documentation must be supplied in support of this request. Questions about documentation needed for requests can be directed to an Academic Affairs Coordinator ([chssdean@gmu.edu](mailto:chssdean@gmu.edu), 703.993.8727). *Required documentation must be provided within 30 days of receipt of your request to the Undergraduate Academic Affairs Office. After 30 days, the request will be filed without review.*

Semester you are requesting to be withdrawn from class(es): \_\_\_\_\_

Are you requesting a withdrawal from all courses in this semester? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are not requesting withdrawal from all courses, please list the courses you wish to withdraw from. *Partial withdrawals are approved only in rare situations and only when third party documentation shows why only those courses are affected for a non-academic reason.*

\_\_\_\_\_

Are you planning on returning to Mason in the next full semester (fall/spring)? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you currently have any registration holds on your record? Yes \_\_\_\_\_ No \_\_\_\_\_

Were these courses funded through veteran education benefits? Yes \_\_\_\_\_ No \_\_\_\_\_

**Read and Sign:** I understand that requests are not effective unless approved by the Undergraduate Academic Affairs Office. I certify that the above information is accurate and not in violation of the Honor Code. Acceptance of requests for Dean's review does not guarantee approval or a definite date when a decision can be reached. I have read and will comply with the rules, regulations, requirements and academic policies of the college and university.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date