INSTRUCTIONS:
1. Before filling out this form, review the policies below for submitting an Exception Request.
2. Upon completion, return this form to the CCAS Undergraduate Studies Office.

GENERAL GUIDELINES:
- Do not assume exception requests will be approved. Have an alternative plan in place in case your request is denied. If you are requesting a late drop from a course, continue to attend classes and complete assignments until you know whether your request has been approved or denied.
- Requests involving the death of a family member must be accompanied by an obituary notice or funeral program.

THE FOLLOWING EXCEPTION REQUESTS WILL NOT BE CONSIDERED:
- Requests related to GPAC/University General Curriculum substitutions.
- Requests for a grade mode change after the deadline.
- Requests over a year old.
- Requests to graduate with less than 120 hours.
- Requests to walk in the spring commencement if more than 9 hours are needed for graduation.
- Requests for substitutions in the major. These requests must be submitted to the major department and generally do not require the Dean’s approval.
- Requests involving UW1020 and WID courses. The requests must be submitted to the University Writing Program.

Name: ___________________________ GWid: ___________________________
Last Name     First Name     M.I.

GW E-mail: ___________________________ @gwmail.gwu.edu    Alternate E-mail (optional): ___________________________

Request Type:
- □ Post-matriculation Transfer Credit (over 9 credit hour maximum)
- □ Add a Credit Hour after the deadline (requests will not be considered after finals begin)
- □ Drop from course(s) after the deadline
- □ Readmitted Students – GCR Request

CCAS Advising POD: ___________________________
Details of Request [to be attached]:
1. Statement clearly describing what remedy it is that you are seeking from the College.
2. Substantiating documents (i.e. faculty memo, correspondence, etc.).

Student Signature: ___________________________ Date: ___________________________

FOR OFFICE USE ONLY
Action Taken: □ Approved □ Partially Approved □ Denied
Dean’s Signature: ___________________________ Date: ___________________________