EXCEPTION REQUEST
CCAS Undergraduate Studies Office
801 22nd St, NW
Phillips Hall 107
Washington, DC 20052
Phone: (202) 994-6210 Fax: (202) 994-6213

Instructions:
1. Before filling out this form, review the full page of policies for submitting an Exception Request (on second page).
2. Upon completion, return this form to the CCAS Undergraduate Studies Office.

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

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

Request Type:
☐ Drop or Withdraw from Course(s) after the Deadline
☐ General Education Curriculum (GPAC/GCR)
☐ Professional Credit Limit
☐ Residency
☐ Other ___________________________

Visa Type (if applicable):
☐ F-1
☐ J-1

CCAS Academic Advisor: ___________________________

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

Comments:

Initials/Date: ___________________________

Action Taken:
☐ Approved
☐ Partially Approved
☐ Denied

Dean's Signature: ___________________________ Date: __________________

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GENERAL GUIDELINES:

- Exception requests take 5 to 10 business days to process. However:
  - If additional documentation is requested from you, the process can take longer.
  - If the request requires consultation with other offices (UCC, SHS, Student Accounts, Registrar, etc.), the process can take longer.

- 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.

DEADLINES FOR SUBMISSION OF EXCEPTION REQUESTS:

- Requests for drops and other course status changes must be submitted no later than the following semester.
- Requests involving any issues pertaining to graduation must be submitted no later than a month before the last day of classes of the graduation semester.

REQUESTS INVOLVING EMOTIONAL OR PSYCHOLOGICAL ISSUES:

- These requests must have the support of the University Counseling Center (UCC).
  1. Make an appointment with UCC to talk to a counselor.
  2. Give UCC any outside documentation from a licensed professional that you might have, if it is relevant to your request.
  3. UCC will then send a memo to the Director of CCAS Undergraduate Advising, with their recommendations.
  4. UCC memos include their recommendations, but do not determine the outcome of the request.

REQUESTS INVOLVING MEDICAL ISSUES:

- These requests must be accompanied by independently verifiable documentation from a medical professional.
- Such documentation is supporting, but does not determine the outcome of the request.

REQUESTS INVOLVING THE DEATH OF A FAMILY MEMBER:

- These requests must be accompanied by an obituary notice or funeral program.
- Such documentation is supporting, but does not determine the outcome of the request.

THE FOLLOWING EXCEPTION REQUESTS WILL NOT BE CONSIDERED:

- Requests to withdraw from a course after the deadline on the basis of poor performance.
- 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.