Retroactive Enrollment Adjustment Guide

The Retroactive Enrollment Adjustment (REA) form should be used to retroactively add, drop, adjust variable course credit hours, or withdraw a student from a course after the end of the semester. It also replaces the former "Application for Withdrawal" and may be used to process drops or withdrawals within the current semester. Please use the Late Schedule Adjustment (LSA) form for in-semester changes such as adding a course, adjusting variable credit hours, or changing course sections. Administrators may submit an REA form only after the **Last Day of Class** for the course's part of term. Be sure to consult the Academic Calendar (Fairfax, Mason Korea) to confirm you are submitting the form during the appropriate time frame.

The form requires College/School Dean, Student Accounts, and (if required) Financial Aid Office approval. The form submitter and student will receive an email once the form has been approved and processed by the Registrar's Office.

If the student has a hold preventing registration action at the time of processing the REA, the OUR will contact the department. The form cannot be processed until the currently active holds are resolved. If the student had a hold previously in the term that has since been resolved, the form can be processed.

Form approvers can find guidance on reviewing, approving, or returning forms here.

See below for additional information on completing the Retroactive Enrollment Adjustment Form.

ROUTING
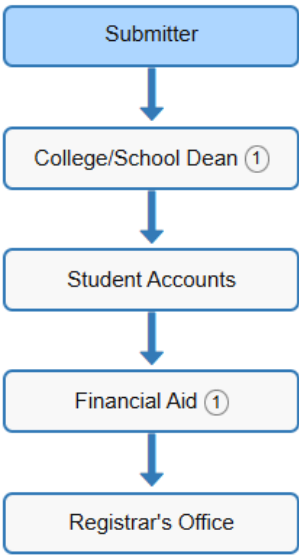
Notes:
- If the College/School Dean approver submits the form, it will route directly to the Student Accounts step.
- The Financial Aid step will be added to the routing if Student Accounts indicates in the form that FAO approval is required.

WITHDRAW

Used to withdraw the student from all or select courses **after the unrestricted withdrawal period**.

When submitting the form for **withdrawal from specific courses** within the term, each individual course must be listed along with Last Date of Attendance:

☐ **Withdraw From All Courses**

Withdraw Course(s)

CRN	Course Subject #, Section	Credits	Grade	Last Date of Attendance
*	*	*	W	*
			W	
			W	
			W	
			W	
			W	

When submitting the form for **withdrawal from all courses,** you will need to pay close attention to Parts of Term. If all courses are in the **same** Part of Term, you can select that box and enter a single **latest** Last Date of Attendance for all courses. For example, the student is enrolled in full semester (Part of Term 1) classes. For Class A, last date of

attendance is 10/20 and for Class B, last date of attendance is 10/25. You would enter 10/25 as the Last Date of Attendance.

☑ **Withdraw From All Courses**   All semester courses will receive a Grade of W
☑ **Courses are all in the same Part of Term**

*Enter the latest "last date of attendance"
Last Date of Attendance
*[📅]

Complete Withdrawal
All semester courses will be withdrawn

                              Reason(s):   ☐ Military Deployment
                                               ☐ Illness
                                               ☐ Personal
                                               ☐ Other

When submitting a withdrawal from **all** courses and part of Terms differ by course, you will still need to enter each individual course along with the specific Last Date of Attendance.

☑ **Withdraw From All Courses**   All semester courses will receive a Grade of W
☐ **Courses are all in the same Part of Term**

Complete Withdrawal
All semester courses will be withdrawn

                              Reason(s):   ☐ Military Deployment
                                               ☐ Illness
                                               ☐ Personal
                                               ☐ Other

Withdraw Course(s)

CRN	Course Subject #, Section	Credits	Grade	Last Date of Attendance
*[ ]	*[ ]	*[ ]	W	*[📅]
[ ]	[ ]	[ ]	W	[📅]
[ ]	[ ]	[ ]	W	[📅]
[ ]	[ ]	[ ]	W	[📅]
[ ]	[ ]	[ ]	W	[📅]
[ ]	[ ]	[ ]	W	[📅]

To determine the **Last Date of Attendance:**

For withdrawals submitted after the semester has ended (find semester dates here), **if no attendance was taken** the withdrawal date needs to be reported as:
1. Last documented academic activity date **OR if that is not available, then**
2. Midpoint of term (50% point in the semester)

For withdrawals submitted during the semester (find semester dates here), **if no attendance was taken** the withdrawal date needs to be reported as:

1. Last documented activity date **OR if that is not available, then**
2. The date the student showed intent to withdraw (the date the student began the official withdrawal process under the school's withdrawal policy, or the date that the student otherwise provided written or oral official notification to the institution of their intent to withdraw (whichever is earlier).

ADD

Used to add a graded course to the student's record. Prior to the **last day of class,** a Late Schedule Adjustment form should be used to add a course. When adding a course via the REA, **a grade MUST be entered.**

If an inactive student was registered for classes and active in the semester prior to the term in which you are adding a course via the REA, then no re-enrollment form is necessary. The student will be re-activated when the OUR processes the REA to add the course. If the student was not enrolled in classes in the semester prior to the term in which you are adding a course via the REA, then a re-enrollment form will be necessary.

Add Course(s)

CRN	Course Subject #, Section	# Credits	Instructor	Grade
*	*	*	*	*

DROP

Used to drop either all or select courses after the drop deadline.

When submitting the form to **drop specific courses,** each individual course must be listed along with Last Date of Attendance:

☐ **Drop From All Courses**

Drop Course(s)

CRN	Course Subject #, Section	Credits	Last Date of Attendance
*	*	*	* 📅
			📅
			📅
			📅
			📅

When submitting the form to **drop all courses,** you will need to pay close attention to Parts of Term. If all courses are in the same Part of Term, you can select that box and enter a single **(latest)** Last Date of Attendance for all courses. For

example, the student is enrolled in full semester (Part of Term 1) classes. For Class A, last date of attendance is 10/20 and for Class B, last date of attendance is 10/25. You would enter 10/25 as the Last Date of Attendance.

☑ **Drop From All Courses**
☑ **Courses are all in the same Part of Term**

Last Date of Attendance, enter either:

- If known, last documented academic activity date
- Date student began withdrawal process or provided written/oral intent to withdraw (whichever is earlier)

*Enter the latest "last date of attendance"

Last Date of Attendance
*[_____ 📅]

To determine the **Last Date of Attendance** for a drop request, you can use:

1. Last documented activity date **OR if that is not available,** then
2. The date the student showed intent to drop (the date the student began the official process under the school's drop policy, or the date that the student otherwise provided written or oral official notification to the institution of their intent to drop (whichever is earlier).

HOURS

Used to adjust the credit hours of a course on the student's record. The course must be variable credit.

Applies only to courses already on the student's record and is a variable credit course.

<u>Adjust Credit Hours</u>

CRN	Course Subject #, Section	Adjustment	# Credits
*[____]	*[_____]	*[_____ ⌄]	*[_____]
[____]	[_____]	[_____ ⌄]	[_____]

For questions or additional information, please contact regsite@gmu.edu.