

## Submitting a Selective Withdrawal Request

### Students

The [Selective Withdrawal Period](#) applies to non-degree undergraduate and degree seeking undergraduate students only. Students without any registration holds can withdraw from a limited number of classes without any approval and at the student's own discretion. Students who are athletes, international students, Mason Korea, or China 1-2-1 require additional review and approval from their respective offices.

### 1. Policies

#### Procedures & Policies

Undergraduate Degree-Seeking students may request a **maximum of three selective withdrawals** during their entire undergraduate career. Student requests for selective withdrawal must be submitted during the selective withdrawal period posted in the [Academic Calendar](#). Selective withdrawals, once requested by the student, and processed by the Office of the Registrar, are final and will not be removed at a later time.

**A Selective Withdrawal will not be processed for a course in which the student has an Honor Code charge.**

Withdrawing from courses will result in a recalculation of your student time status based only on enrolled courses remaining after selective withdrawal. There may be a reduction in your new time status that could negatively affect you in such areas as:

- Financial Aid – Contact the Financial Aid Office, before submitting this request, if you have questions.
- Access to certain campus facilities
- Health insurance
- Department of Veterans Affairs (VA) benefits
- On campus housing (Refer to Housing and Residence Life)
- Potential indebtedness for withdrawn courses paid by a third party (Refer to Student Accounts)

**IMPORTANT INFORMATION!** Credits graded W (withdrawal) do not affect a student's GPA, but they are considered attempted credit hours. Attempted hours are used to determine a student's Credit Level and GPA standards for determining academic standing. If your cumulative GPA is below 2.00, this withdrawal may affect whether you will be on warning, probation, suspension or dismissal. See the [Academic Standing section of the Registrar's website](#) for further information.

### 2. Previous Selective Withdrawals

If you have previous selective withdrawals, they'll show under this heading. If you do not have any, this part will be blank.

#### Previous Selective Withdrawals: 1

◆ CRN	◆ Subject	◆ Course #	◆ Course Title	◆ Term
76195	CLIM	111	Intro to Fund Atmospheric Sci	Fall 2024
76198	CLIM	112	Intro Fund Atmospheric Sci Lab	Fall 2024

### 3. Current Course Information

The form will only display eligible courses based on the Part of Term. Please refer to the [Academic Calendar](#) for start and end dates for Selective Withdrawal.

Ineligible courses include: a course that already has a final grade, a Part of Term that does not allow selective withdrawals, GEOC courses, and graduate courses taken for graduate credit.

\*Certain [College of Science](#) and [College of Engineering and Computing](#) courses are required to be taken and withdrawn together. You will receive an alert explaining these rules.

\*If you select a course and it's after its deadline, you will be required to provide a reason this is being submitted late and the form will be reviewed by your College/School Dean's Office.

Click **ADD** to select which course(s) you want to withdraw from. Remember, you have a **max of 3 selective withdrawals** for your entire Undergraduate career at Mason.

## 5. Acknowledge & Submit

Read and check off each statement indicating your agreement. Click Submit at the bottom.

### Acknowledgment

**\* Strict policies and procedures apply to Selective Withdrawals.**

- ☐ Students may request a maximum of three selective withdrawals during their entire undergraduate career.
- ☐ Withdrawing from courses will result in a recalculation of your student time status based only on enrolled courses remaining after selective withdrawal. There may be a reduction in your new time status that could negatively affect you in such areas as Financial Aid, access to certain campus facilities, health insurance, Department of Veterans Affairs (VA) benefits, on campus housing, and/or potential indebtedness for withdrawn courses paid by a third party. Please contact the appropriate department(s) for potential issues.
- ☐ Credits graded W (withdrawal) do not affect a student's GPA, but they are considered attempted credit hours. Attempted hours are used to determine a student's Credit Level and GPA standards for determining academic standing. If your cumulative GPA is below 2.00, this withdrawal may affect whether you will be on warning, probation, suspension or dismissal. See the Academic Standing section of the Registrar's web site (<https://registrar.gmu.edu/students/academic-standing/>) for further information.
- ☐ All courses will appear on the student's permanent record along with a grade of "W" to indicate a withdrawal. Once processed, all Selective Withdrawals are final and will not be removed later.
- ☐ Students must have a record free of financial holds and meet all financial obligations before this request may be processed.

## 6. Confirmation Email

You will receive an email with the details of the request in your Mason email after you submit the form.  
You will receive a 2<sup>nd</sup> email once the request has been processed.

For more information on this topic, please contact [regwf@gmu.edu](mailto:regwf@gmu.edu).