

## Instructions for Submitting a Request for an Exception:

Students submitting a Request for an Exception are subject to Policy 170.72 Course Withdrawal. Please note that submission of a request will not act as a withdrawal from ongoing classes. If you have any questions, please consult an advisor or refer to the relevant UMGC webpage.

### A complete request must include the following:

1. Completed, *signed* and dated Request for Exception Form; *and*
2. A TYPED detailed personal statement (please limit this to 1 page); *and*
3. Relevant and supporting documentation that pertains to the time period at issue.

**Incomplete requests will be closed and denied but may be re-opened once the required documentation is submitted.**

### A Request for an Exception must meet the following Criteria:

- All requests for exception to the UMGC Course Withdrawal Policy must be submitted **within 90 days** from the last day of the term during which the circumstance occurred.
- A direct “cause and effect” relationship can be demonstrated between the extenuating circumstances and the student’s ability to successfully complete his/her course(s).
- Circumstances experienced and their resulting impact were unforeseeable and/or could not have been reasonably prevented during the time period in question.
- **Relevant documentation can be furnished from an appropriate authority to support the claim.** Documentation must be signed and on official letterhead of the issuing authority and include the contact information for this authority. See below for examples of supporting documentation.

Reason	Examples of Relevant and Supporting Documentation
Medical Issue	A signed letter from physician/medical provider stating 1) the date(s) of the onset and duration of the condition and 2) how the condition impaired your ability to continue/complete courses. Please do NOT send medical records or bills.
Military Duty	Deployment Orders/PCS Orders/TDY Orders; Memo from Commanding Officer to address issues not covered by military orders. Generally we require memos from O-5’s and above.
Death of Immediate Family Member	Death certificate or obituary. The submitted documentation must show date of death and family relationship.

- *The following issues cannot be addressed through the Request for Exception Process:*
  - Satisfactory Academic Progress (SAP) appeals under [Policy 220.32](#) and [Policy 220.33](#).
  - Disputes regarding the denial of financial aid or the amount awarded.
  - Alleged Arbitrary and Capricious Grade appeals under [Policy 130.80](#).
  - Complaints about class instruction or curriculum. Please contact the relevant academic department.

**Please email, fax, or mail your Request for Exception form to:**

**Email:**

Request for Exceptions – [exception.request@umuc.edu](mailto:exception.request@umuc.edu)

**Fax:**

240-684-2547

**Address:**

Office of the Registrar  
Largo I Building  
3501 University Blvd East  
Adelphi, MD 20783

**The Office of Registrar sends all communications pertaining to your request via email.** If you would like to change your main email address, log in to MyUMGC portal, click Student Center and scroll down to Personal Information. Please note that students are responsible for keeping their personal information, including email addresses, up to date.

Want to know the status of your request? Email us at [exception.request@umuc.edu](mailto:exception.request@umuc.edu).

**NOTE: SUBMISSION OF A REQUEST DOES NOT SUSPEND BILLING OR STOP COLLECTIONS ACTIVITY**



UNIVERSITY OF MARYLAND  
GLOBAL CAMPUS

REQUEST FOR EXCEPTION FORM  
UMGC Course Withdrawal Policy

Student Name (Last, First): \_\_\_\_\_ Student ID: \_\_\_\_\_

Undergraduate       Military Undergraduate       Graduate       Military Graduate

*\*The Office of the Registrar sends all communications via the e-mail address on record. If you are using an e-mail address different from the one currently on record with UMG, please update your e-mail address per the "Instructions for Submitting a Request for an Exception."*

Semester:       Fall       Winter       Spring       Summer      Year: \_\_\_\_\_

SUBJECT	COURSE #	SECTION #	WITHDRAWAL DATE (if applicable)	REGISTRATION CENTER (only applicable for Europe/Asia students)

**Action Requested:**

- Academic Withdrawal ("F" or "FN" to "W")       Academic Withdrawal and Tuition Refund
- Re-open a previously DENIED request (time limit is 30 days from the date of your initial decision)

*\* The grade of "W" cannot be removed from your record.*

*\* Notice to Financial Aid and Veterans Administration Benefits recipients: any changes in enrollment may result in a retroactive adjustment in financial aid and/or benefits awarded.*

**Required Documentation:**

- This completed, signed, and dated Request for Exception Form; *and*
- 1-page typed detailed personal statement; *and*
- Relevant and supporting documentation that pertains to the class period at issue. For additional guidance, please refer to "Instructions for Submitting a Request for an Exception."

**Additional Information** (Please attach your personal statement separately.)

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By signing my name, I certify that the information presented is true to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please allow approximately six to eight weeks from the time of *submission of all documentation.*

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