

Course Withdrawal Exception Request Form

- Before submitting a Course Withdrawal Exception request, you must first carefully review the Course Withdrawal Exception Policy. You must also carefully read and acknowledge your understanding of the Course Withdrawal Exception process, related responsibilities, and potential financial consequences below.
- You can find information for all withdrawal situations on the [Add/Drop and Withdrawal](#) web page.
- Students have up to six (6) months from the end of any given semester to request this type of withdrawal. A request submitted after this period will not be considered.
- Each student can only submit two (2) full semester withdrawals during their time at Montclair State University. This includes both Medical Withdrawals and Course Withdrawal Exceptions. Any additional withdrawal requests will not be considered.
- A Course Withdrawal Exception is NOT a TUITION APPEAL. Students may still be responsible for any and all charges incurred. A withdrawal may also affect your financial aid eligibility, including potential impacts on Satisfactory Academic Progress (SAP), loan repayment timelines, and future disbursements.
- This type of withdrawal is for the entire semester, not select classes.
- Only courses with an earned grade of “D-” or “F” are eligible for withdrawal consideration.
- Courses withdrawn from will be noted as "WD" on your transcript, and dropped courses will not appear on your transcript.
- Supporting documentation is required for consideration of a Course Withdrawal Exception. This may include doctor or therapist notes, medical documentation, academic transcripts, legal documentation, etc.
- Withdrawal processing is based on the last date of attendance or participation in an academically related activity (see the next page) as reported by the student. The University reserves the right to verify this information with the faculty. Providing false information may result in denial of the request and/or referral to the Office of Student Conduct.

What Counts as an Academically Related Activity?

Examples of Academic-Related Activity/Academic Engagement:	NOT Considered Academic-Related Activity/Academic Engagement:
• Attending a live (in-person or online) class, lab, or lecture with instructor-student interaction • Submitting academic assignments • Taking exams or assessments • Participating in interactive tutorials, webinars, or group work assigned by the school • Participating in an online discussion about academic matters • Communicating with an instructor about academic topics studied in the course	• Withdrawing from some, not all, courses • Living in campus housing • Using a meal plan • Logging into a class without participating • Attending academic advising (This is a support service and is not direct coursework.)

Process for Submitting a Course Withdrawal Exception

- 1) Submit the Course Withdrawal Exception Request form. The completed form and supporting documentation should be emailed to deanofstudents@montclair.edu. The Office of the Dean of Students may reach out to the student to request supplemental information.
- 2) The student's request will either be submitted for approval by the Office of the Dean of Students to the Offices of Financial Aid and Student Accounts, or the request will be denied and the student will be encouraged to reach out to their Academic Advisor for guidance on how to proceed academically.
- 3) Once the request is reviewed and approved by the Offices of Financial Aid and Student Accounts, the Office of the Registrar will make appropriate changes to the student's transcript. Receiving an administrative withdrawal (including course withdrawals and medical withdrawals) does not automatically entitle a student to a tuition or fee adjustment. Eligibility for a tuition adjustment is determined by several factors, including academic engagement, the student's last date of attendance or participation, and financial aid status. In some cases, an administrative withdrawal may result in financial consequences, leaving students owing more. Students are encouraged to consult with the Financial Aid Office or the Dean of Students Office to better understand how an administrative withdrawal may affect their tuition, fees, and financial aid eligibility. Any housing or meal adjustment is at the full discretion of Residence Life and Dining Services. Students must appeal directly to Residence Life and/or Dining Services for adjustment requests to housing and meal plan charges.
- 4) The entire process may take approximately 4-6 weeks. Please note that withdrawals cannot be processed while the grade submission window is open. As such, no action will be taken on your request until after the grading submission window closes and the process may take longer.

Course Withdrawal Exception Request Form

Please fill out this form to the best of your ability.

Semester: Winter _____ Fall _____ Spring _____ Summer _____ **Year:** _____

Student Name: _____ **CWID:** _____

Montclair Email: _____

Personal Email: _____ **Phone:** _____

I request permission to withdraw from all of the courses from the above-mentioned semester. These courses are . . .

Course: _____ Section: _____ CRN: _____

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Course: _____ Section: _____ CRN: _____

Course: _____ Section: _____ CRN: _____

Course: _____ Section: _____ CRN: _____

Last Date of Attendance/Participation: _____

Reason for Request: (Use separate sheet, if necessary)

All request must be accompanied by appropriate documentation. The attached documentation includes:

Student Signature: _____ **Date:** _____

When completed, please return this form to the Office of the Dean of Students.

Email: deanofstudents@montclair.edu

In-Person: Student Center Suite 400, Montclair, New Jersey 07043