



OFFICE OF THE REGISTRAR
APEAL FOR SPECIAL EXCEPTION FORM

1113 Clarence Mitchell Jr. Building, College Park, MD 20742-5231 301.314.8240 Fax: 301.314.9568
registrar-appeals@umd.edu

Term of Appeal: [] Fall 20__ [] Spring 20__

Student Name: _____ (Last) _____ (First) _____ (M.I.) UID: _____

Student Mailing Address: _____

Student Phone Number: (Daytime): _____ (Evening): _____

Student Status: [] Undergraduate Preferred E-mail: _____
[] Graduate

Please read the instructions below prior to submission of your appeal:

By University of Maryland academic policy, a withdrawal is available anytime between the first and last day of classes. Students must submit written notice of withdrawal to the Office of the Registrar no later than the last day of classes. In exceptional cases, a retroactive withdrawal may be granted based on documented requests in which extenuating circumstances significantly impaired the student's ability to complete the semester and officially withdraw by the established semester deadline. Such circumstances include, but are not limited to, medical or psychological causes. See: http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1586/s/1526

If you wish to appeal for an exception to the withdrawal policy due to extenuating circumstances, you may request a review of your case through the Office of the Registrar. All appeals must be requested in writing and signed (by the student making the request). You may print and fill out the attached form or submit a signed letter detailing your circumstances. When submitting a written appeal, be sure to:

- 1. Clearly state what you are requesting.
2. Describe the special circumstances of your situation. (You may use the space provided on the back)
3. Provide documentation that supports you appeal statement. This includes:
o Medical documentation is to be submitted for all medical circumstances, indicating a specific date when you could no longer attend classes.
o Official verification of full-time enrollment at another institution (for students who indicate that they were studying full time at another institution).
o Any additional documentation that you feel supports your claim of extenuating circumstances.
4. Students making a claim that they did not attend classes or stopped attending before final exams will need contact the instructors from the semester that is under consideration. Students will need to request that instructors provide an approximate date that attendance or participation ended in their respective courses based on attendance records or the dates of assignments/exams. The statement should also including whether or not the final exam was taken. This should be emailed directly from the instructors to registrar-appeals@umd.edu or sent to our office on their department's letterhead.

Once you have completed your appeal statement and have collected all supporting documents, you may email, fax, mail or hand-carry your complete appeal to the Office of the Registrar, 1113 Mitchell Building, College Park, MD 20742; fax: 301-314-9568.

Decision letters will be mailed to the address provided on the appeal form. Any appeals submitted without supporting documentation will be returned to you un-reviewed if no documentation is received by the Office of the Registrar within one month of submission. If additional information is required to process your appeal, you will be contacted via e-mail or phone. If you have any questions please call 301-314-8254 or email registrar-appeals@umd.edu.

Signature: _____ Date: _____

