Policy for Requesting Consideration for an Exception to Academic Policies

In extenuating circumstances a student may submit a request for consideration for an exception to an Academic Policy.

Reasons for such requests may include but are not limited to:
- Withdrawing from all* classes after the last date to withdraw from a course, due to a medical or non-medical reason.
- Receiving a refund (full or partial) for a dropped course after the last date that refunds are granted.
- Receiving a medical withdrawal from some classes (with or without refunds) while remaining in others.
- Receiving an Incomplete in some classes (due to medical circumstances) while withdrawing from others (with or without refund).
- Converting an Incomplete from a course in a previous semester to a Withdrawal.

In order to be considered by the committee the student must send a type written request (email or letter sent by post) to the Committee Chair, Dr. Liane Summerfield, Associate Vice President for Academic Affairs.
Liane.summerfield@marymount.edu, Center for Teaching and Learning, 2807 North Glebe Road, Arlington VA 22207.

The communication must include the following:
1. The specific request (i.e. “W”, refund, “I”).
2. The specific reason for the request.
3. Any documentation that supports the request.
4. In the case of medical withdrawal, supporting documentation should be typewritten on professional letterhead from treating medical providers.

Letters from family members are not considered official medical/supporting documentation.

In the request please include your current contact information (email, phone, address). If questions arise you may be contacted for clarification or the need of additional information. Failure to provide current contact information may delay review of your request.

Requests for consideration must be made within 45 days of the end of the term in which the situation requiring an exception occurred. Once received within this time period, Dr. Summerfield will submit the request and a synopsis of the pertinent documentation to the Committee. The Committee is chaired by the Associate Vice President for Academic Affairs and is comprised of the following University members: Dean for Student Development and Engagement; one Associate Dean, elected by the associate deans of the academic schools; the Chair of the Undergraduate Admissions and Academic Standards Committee of Faculty Council; University Registrar; and University Bursar. All members will send an appropriate designee in the event they are unable to attend a meeting.

The Committee will meet every other Friday during the academic year and as needed in the summer sessions to consider requests for exceptions that fall within its responsibilities.

Students will be informed via email or post of committee decisions within 5 business days of committee meetings. Appeals of committee decisions are only permitted if a student has new information to submit which was not reviewed by the committee or if the student believes he/she was discriminated against within the review process. All appeals must be submitted in writing within 5 business days of receipt of committee’s decision to the Vice President for Student Development and Enrollment Management, Dr. Chris Domes. Dr. Domes will consult the committee and all materials from the initial case for review of the appeal.

Please contact Dr. Liane Summerfield, Associate Vice President for Academic Affairs, in the office of Academic Affairs should you have questions, 703-284-1550.

*Single Class late Withdrawals are handled by a student’s School Dean