

Office of the Registrar Withdrawal/Refund Exception Request

OTR@greenriver.edu (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98002 | 2020-2021 Academic Year
the following grades: 0.0, I, NC, (Details on page 2)

Timeline for submission:

- For removal of class(es) and refund, request must be received by the end of the following quarter.
- For a late withdrawal ("W" on transcript/refund), the request must be received within one calendar year of the quarter in question.

Directions

1. Include all of the following:

- Withdrawal/Refund Exception Request form (this)
- Written statement explaining emergency/extenuating circumstance (example/template on page 2)
- Official supporting documentation including dates during the quarter for request
 - Medical - medical provider's statement or letter, discharge papers, or after-visit summary. **Online visit to a doctor's office does not constitute an emergency/extenuating circumstance.**
 - Military - military orders for activation or deployment
 - Emergency - third party documentation, i.e. letterhead document from a counselor, instructor/advisor letter, etc.
 - Bereavement - death certificate, obituary or eulogy naming the student as a surviving family member
 - Housing/Food Insecurities -

All other requests should be submitted to the Office of the Registrar

Reason for Request (select all that apply)

- Student Medical
- Military
- COVID-19
- Housing/Food Insecurities
- Family Medical
- Family Emergency
- Bereavement
- Other

Requested Outcome (select one)

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Submit in person or online at greenriver.edu/updates | greenriver.edu/enrollment

Grade Definitions

Classes on the transcript with the following grades are eligible for removal if request is turned in by the appropriate date.

- x 0.0— A failing grade is below 1.0 and is eligible for Withdraw/Refund Exception Request.
- x I— An Incomplete is an agreement between an instructor and student to defer a specific assignment deadline. An instructor may record a student's work as incomplete when the student has been delaying the required work for a reason deemed appropriate or sufficient by the instructor. Incomplete grades convert to 0.0 after four (4) quarters if not completed. Does not affect GPA. (b)20 (y)-6 (212 (af y)-26 (is)-3Tm (20 (c)-6 (t)12 (o)20 (r)-3 (.)TJ 0 Tc 0 To2W'2.6 Tm <0(t)12 (o)T3 1 Tf 10.4545 -