

## Instructions to Appeal for the Removal of a 'W' and/or Tuition Charges

Once the add/drop deadline has passed, students that remove themselves from a course will receive a 'W' on their transcript and will remain responsible for the corresponding tuition charges. James Madison University has established registration dates and deadlines to adhere with state requirements regarding accreditation, enrollment management, financial aid, and budgeting. Under all circumstances the university expects students to abide by these deadlines. However, for extenuating circumstances in which the student feels relief from the deadlines is warranted, this appeal process should be followed.

- (A) Students can appeal for the removal of a 'W' **and/or** the removal of the tuition charges.
- (B) The Office of the Registrar reviews the appeal for the removal of a 'W', solely.
- (C) The University Business Office independently reviews the appeal for the removal of the tuition charges.

### BEFORE YOU DECIDE TO APPEAL

Students are responsible for knowing their enrolled course schedules and for making any desired schedule changes prior to the published enrollment deadlines. A successful appeal has demonstrated how circumstances beyond the student's control disallowed them from dropping the course by the add/drop deadline.

An important policy to consider if you submit an appeal is the policy for students that withdraw from **all of their courses** due to physical or mental health reasons after the add/drop deadline. Per those guidelines, "students who withdraw from the university for physical or mental health reasons will receive a grade of 'W' in all courses."

If you submit an appeal, carefully consider, then thoughtfully articulate, how your circumstances caused you to miss the add/drop deadline, and provide any documentation that supports your appeal.

In regards to the *Removal of a 'W'* appeal only, the following circumstances will **not** result in a successful appeal:

- **Misunderstanding deadlines or policies**
- **Difficult course material**
- **Change in career or major goals**
- **Non-attendance**
- **Over commitment**
- **Inability to pay tuition**

These circumstances will not result in a successful appeal because the university has the withdrawal period to allow students to remove themselves from classes due to employment schedules, academic workload, schedule adjustments and personal issues, without jeopardizing their grade point average. A 'W' grade does not affect the GPA at JMU.

It is the student's responsibility to check with the Office of Financial Aid and Scholarships (if applicable) to determine how a successful appeal may impact financial aid eligibility. Refer to [Section 12: Effects of Dropping and Withdrawing from Classes](#) in *Financial Aid: Terms and Conditions* for additional information.

### WHAT SHOULD THE APPEAL INCLUDE?

Your appeal should include (1) Page 2 completed and signed, (2) a written statement with all relevant circumstances, articulating your reason for the appeal, and (3) all written or electronic documentation that supports your appeal.

- It is imperative that you submit sufficient documentation to support your appeal.
- Submission of all requested materials and documentation is not a guarantee that your appeal will be granted.
- If applicable, the Office of the Registrar will contact the instructor(s) or other university officials to verify facts.

### HOW QUICKLY WILL MY APPEAL BE RESOLVED?

Both offices will have five business days each to review and decide on your appeal. You will be notified via e-mail whether the appeal is granted or denied. *The Registration Appeals Committee reviews each appeal one time and the decision is final.*

If the removal of a 'W' appeal is granted, the 'W' will be removed from the transcript and any corresponding tuition charges will be automatically removed from the account, if applicable. If the removal of a 'W' appeal is denied, the 'W' will remain on the transcript and the appeal will be forwarded to the University Business Office for their independent review of the tuition charges, if applicable.

You can submit your completed appeal form to us via mail, email, fax, or hand-delivered to the Office of the Registrar. Appeals with an electronic signature must be sent from the student's JMU dukes' email.

### CONTACT INFORMATION

Office of the Registrar  
738 South Mason Street, MSC 3528  
Student Success Center, Room 5300  
Harrisonburg, VA 22807

**Phone:** 540-568-6281, ext. 4  
**Fax:** 540-568-5615  
**Email:** registrar@jmu.edu



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## Removal of a 'W' and/or Tuition Charges Appeal Form

### Student Information

_____	_____
Name	JMU ID Number
_____	_____
Email Address	Phone Number

#### A) Removal of a 'W' due to Missed Drop Deadline

*Please include a typed statement articulating your reason for appeal.*

_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)

#### B) Removal of Tuition Charges ('W' Grade Remains)

*Please include a typed statement articulating your reason for appeal.*

_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)
_____	_____
Class & Section (ex. ENG 299-0001)	Term (ex. Spring 2025)

### Please read each statement carefully and check the box to confirm your understanding.

- I have read the appeal information and procedures on Page 1.
- I have included my typed statement with this appeal form.
- The Registration Appeals Committee reviews each appeal one time and the decision is final.
- Appeals for the removal of the 'W' submitted after the semester's end will not be heard.
- Appeals submitted after a degree has been conferred will not be heard.
- The University Business Office independently reviews the appeal for the removal of the tuition charges.
- Courses with a grade of A through F, CR, NC, WP, WF & I, cannot be appealed through the Office of the Registrar.
- Submission of all requested materials and documentation is not a guarantee that my appeal will be approved.
- If I am a financial aid applicant/recipient, I understand that appeal approval could reduce the amount of financial aid I can receive/keep based on my adjusted enrollment level.
- My statement and documents are subject to the JMU Honor Code and a violation may result in Honor Code charges.

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