

## Exception to Enrollment Policy Request Checklist

**PURPOSE OF REQUEST:** This form is used to request the following exception to enrollment policy options: the last day to drop course(s) without a W; last day to drop course(s) with a W; last day for term withdrawal; and, last day to cancel enrollment. This process is not intended to be used as a substitute for enrollment transactions that students can complete on their own via myUMBC. The University takes requests for exceptions seriously and will consider exceptions to enrollment policy only under extenuating circumstances. In accordance with university policy, anyone who registers for course(s) at UMBC is responsible for managing their registration and following appropriate enrollment procedures and deadlines, including terminating course(s) or semester registration if discontinuing enrollment at the university. For detailed information about enrollment policies, go to [undergraduate catalog](#) or [graduate catalog](#).

**Prior to completing a formal request, note the following:**

- ✓ You must use your **myUMBC login** to access this form
- ✓ Submission of request **does not guarantee approval** – requests can be approved or denied by the Committee
- ✓ Carefully consider this request **if you receive financial aid** for the enrollment term for which you are requesting the exception, as approval could result in return of financial aid and/or a higher account balance. Please consult with your financial aid counselor prior to submitting.
- ✓ If the deadline has not passed, **proceed with completing registration transaction** (i.e.: drop or withdraw) before submitting your exception request
- ✓ Gather and request appropriate supporting documentation **before** submitting your exception request
- ✓ **Submit appropriate supporting documentation** immediately via the directions provided on the form. Requests are not considered if the documentation is incomplete.
- ✓ **Monitor your myUMBC email account** for correspondence (including decision notification) relating to your exception request

Questions regarding this form should be directed to [enrollment@umbc.edu](mailto:enrollment@umbc.edu)

Access the online form [here](#)