

Request to Apply Course Withdrawal Policy

Instructions: University Presidential Policy 196 allows currently enrolled students to designate a course status of Course Withdrawal (CW) for up to an overall maximum of six (6) credit hours. **This request must be submitted to your undergraduate academic dean's office no later than 5:00 p.m. on the Friday of the last full week before the term deadline displayed in the Timetable of Classes (the day before reading day for final exams)** for a course taken during the current semester. Course(s) with a status of CW will appear on Hokie Spa after final grades and will appear on your transcript with a **W** grade, but will not count in your GPA hours nor in any GPA calculations. *(Note: Holds on your account must be resolved before we can process a course withdrawal for you.)*

Part I. Before completing Part II, answer the following question:

Did you use course withdrawal prior to this semester? Yes/No

If "yes," you are eligible to apply only the unused portion of the six (6) hours.

Part II. Apply Course Withdrawal Status to the following course(s):

Date: _____ Major: University Studies Term: _____

Student ID No.: _____ Name: _____

VT E-Mail: _____ Phone Number: _____

CRN	Subject Abbreviation (e.g., Psyc, Math)	Course Number	Credit Hours
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(1) _____	_____	_____	_____
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(2) _____	_____	_____	_____
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I understand that this request is irrevocable and unappealable and does not result in the refund of any fees. I also understand that the course withdrawal policy may not be applied to courses with honor system penalties associated with them.

Student Signature: _____

For Office Use Only:

Advisor Signature/Date: _____

Assigned advisor

- Reviewed Financial Aid implication (RAP 75%)
- Verified CRN Number
- Checked for Holds

Undergraduate Dean Signature: _____