



Request to Apply Course Withdrawal Policy

University Presidential Policy 196 (revised) allows currently enrolled students to designate a course status of Course Withdrawal (CW) to a maximum of three (3) courses (regardless of credit) during their academic career. **This request must be submitted electronically by 11:59pm on the deadline posted on the University Registrar's website (www.registrar.vt.edu).** 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 at the end of the semester but will not count in your GPA hours nor in any GPA calculations. Course withdrawal does not remove you from Canvas.

Students using financial aid (scholarships, grants or loans) are strongly advised to contact the Office of University Scholarships and Financial Aid prior to withdrawing from a course to talk through any potential financial aid impacts.

STUDENT INFORMATION

Student ID Number:

Last Name:

First Name:

VT Email:

Cell Phone Number:

Current Major:

Academic Level:

FR SO JR SR

Overall GPA:

Do you current have any holds on your account? *

No Yes

Did you use the Course Withdrawal Policy in previous terms?

No Yes, for this many courses:

Have you already submitted a request for this term?

No Yes

** If you have disciplinary or financial holds on your student record (parking tickets, library fees, etc.), your course withdrawal request cannot be processed. It is your responsibility to remove the holds within five working days after the deadline.*

COURSE WITHDRAWAL

Apply Course Withdrawal status to the following courses. **All information is required.**

Department:

Course Number:

CRN:

Credit Hours:

Department:

Course Number:

CRN:

Credit Hours:

ACKNOWLEDGEMENTS

The following are recommendations for when you request the W grade policy. Please acknowledge all that you have completed.

Investigated options to be successful and believe that withdrawing from this course is my best option

Confirmed the minimum grade needed for the course in which I am requesting the W grade

Researched which courses require the course I am requesting the W grade policy from as a prerequisite, and am aware that I will not progress into any of those courses until I complete the prerequisites

Determined how this course withdrawal will impact my long-term academic plans

Consulted with my academic advisor for any questions I had related to this course withdrawal

Discussed financial aid impacts with the Office of University Scholarships and Financial Aid

I have not completed any of these recommendations

Final Grade

I understand requesting the W grade policy means my final grade will be a W in this course, and will appear on my transcript

Enrollment Hours

I understand that although electing to utilize a W grade does not impact my enrollment status at Virginia Tech, it could have implications if I receive financial aid, am an international student, and/or receive benefits from the Department of Veterans Affairs. A W grade may be viewed as a course drop to certain entities providing funding toward your education. Please consider consulting with the respective office(s) prior to completing your request.

SIGNATURES OF APPROVAL

I understand that this request is irrevocable, 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 violations associated with them. If I have a financial or disciplinary hold on my record this request will not be processed.

Student:

Date:

OFFICE USE ONLY

Date Received:

Date Processed:

Processed By: