

Request to Apply Course Withdrawal Policy

Student ID No:	Major:
Last Name:	First Name:
VT Email:	Cell Phone Number:

Students may apply the W grade option to a maximum of 3 courses (regardless of credit) during their undergraduate academic tenure. Students who have utilized 6 credit hours under the former version of the policy may apply for additional courses if sum total does not equal more than 3 courses; students must apply within the stated deadline. **This request must be submitted to your undergraduate dean's office no later than 5:00 p.m. on the last day of classes for courses taken during the current semester.** Courses with a status of W 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 withdrawal for you.)*

- How many courses have you applied the W policy towards prior to this semester: _____
- Have you already submitted a request for this term? Yes No
- Circle your academic level (by number of credits):
 Freshman Sophomore Junior Senior
- What is your overall GPA? _____
- Do you currently have any holds on your account? Yes No
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.

Apply Course Withdrawal Status to the following course(s):			
CRN	Department	Course Number	Credit Hours

All information is required for processing. It is important that you submit the correct course number and CRN. Requests will not be processed without advisor's signature. Submit completed form to 238 Wallace for review by Associate Dean of Undergraduate Academic Affairs.

I understand that this request is irrevocable, cannot be appealed, 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. If I have a financial or disciplinary hold on my record this request will not be processed.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____
 CLAHS Associate Dean for Undergraduate Academic Affairs (238 Wallace Hall)

Office Use Only:
 Date Received: _____ Date Processed: _____ Processed by: _____