

Request to Apply “W” (Course Withdrawal) Policy

Instructions: Students may apply the W grade option to a maximum of three (3) courses (regardless of credit hours) during their undergraduate academic tenure. Students who have utilized six (6) credit hours under the former version of the policy may apply for additional course(s) if sum total does not equal more than three (3) courses and the application is within the stated deadline. **This request must be submitted to the Undergraduate Academic Affairs Office in 212 Hancock Hall with your signature and your advisor’s signature no later than 5:00 p.m. on the last day of classes (the day before reading for final exams) for courses 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.

Part I.

- Did you use course withdrawal prior to this semester? Yes No
 ○ If “yes,” from how many total courses have you previously withdrawn? 1 2 3
 You are eligible to apply only the unused portion of the three (3) courses.
- Do you currently have any holds on your account? Yes* No
 *This Request to Apply Course Withdrawal cannot be processed until the hold is removed. You have 5 business days from the receipt of this form in 212 Hancock (up to deadline) to have the hold removed or your request will not be processed.

Part II.

Student ID #:	Date:
Name:	Major**:
@vt.edu email:	Cell phone #:

****Use this form if your MAJOR is engineering, regardless of whether the class you wish to withdraw from is an engineering course. (If your major is not engineering, please use your College’s form and submit to your College Academic Dean’s office.)**

Apply course withdrawal to the following course(s):			
CRN (check carefully)	Department (e.g. MATH, ENGE)	Course Number	Credit Hours

Special Instructions: If you are withdrawing from a course with a zero credit lab, you must withdraw from the lab also. Please include the lab’s CRN in one of the spaces provided.

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: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

(Advisor’s signature must be obtained before submitting this request. Requests without your advisor’s signature will not be processed.)