

**College of Science**  
**Request to Apply Course Withdrawal Policy**

**Return form to 4300 North End Center**

Instructions: University Course Withdrawal Policy allows currently enrolled students to designate a course status of Course Withdrawn (CW) for up to an overall maximum of three (3) courses. This request must be completed by your undergraduate academic dean's office by the last day of classes of the term enrolled for the course(s). You must schedule an appointment with your academic dean to process this request (231-5145). 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: Before completing Part II & III, answer the following questions:**

- Did you use Late Course Withdrawal previously? Yes\_\_\_No\_\_\_
- If yes, enter number of courses used: \_\_\_\_\_
- Do you have any holds on your account? Yes\_\_\_No\_\_\_  
(This cannot be processed until they're removed.)

You are eligible to apply only the unused portion CW Policy.

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

Student ID No. \_\_\_\_\_ Name \_\_\_\_\_

Major: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Term/Year: \_\_\_\_\_ Date: \_\_\_\_\_

CRN	Subject Abbreviation (e.g. MATH)	Course Number	Credit Hours
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____

*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: \_\_\_\_\_

Undergraduate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Complete Part III on 2<sup>nd</sup> Page:**

**Part III:**

(1) What is your current grade in this class? \_\_\_\_\_

(2) Why are you withdrawing from the course? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) When did you last attend the class? \_\_\_\_\_

**Dean's Comments:**