

College of Science
Request to Apply Course Withdrawal Policy

Instructions: University Presidential Policy 196 allows currently enrolled students to designate a course status of Course Withdrawn (CW) for up to an overall maximum of six (6) credit hours. This request must be completed by your undergraduate academic dean's office by Friday before 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, answer the following questions:

- Did you use the Freshmen Rule or Late Course Withdrawal previously? Yes___ No___
- If yes, enter number of credit hours 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 of the six (6) hours with the CW Policy.

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: _____

Date Processed: _____ Initials: _____