College of Science
Request to Apply Course Withdrawal Policy
(revised Spring 2019)

Instructions: University Course Withdrawal Policy allows currently enrolled students to designate a course status of Course Withdrawn (CW) for up to a maximum of three (3) courses. This request must be turned into the College of Science 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 advisor to process this request. Course(s) with a status of CW will appear on Hokie Spa after final grades and on your transcript with a W grade, but will not count in your GPA hours nor in any GPA calculations. You are eligible to apply only the unused portion CW Policy.

Part I: Before completing Part II & III, answer the following questions:

- Did you use Late Course Withdrawal previously? YES NO
- If yes, circle the number of courses previously withdrawn: 1 2 3
- Do you currently have any holds on your account? YES NO
  (This form cannot be processed until they're removed.)

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

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

Part III: Explanation and Verification

(1) What is your current grade in this class?____ When did you last attend class?_____
(2) Why are you withdrawing from the course? _____

_____

Student ID No._____ Name:_____

Major:_____ Email:_____ Phone:_____

Term/Year_____ Date:_____

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:_____

Advisor Signature:_____ Print:_____

RETURN FORM TO 300 TURNER ST NW, NORTH END CENTER, SUITE 4300