

## Dept. of Population Health Sciences 262 Wallace Hall

295 West Campus Dr., Blacksburg, VA 24061

## **Course Withdrawal Request**

This form must be completed and signed using Adobe Acrobat. Do not complete the form in a web browser or in Google Docs. Upload your completed PDF form to the PH Document Submission Portal on the PH Advising website.

Student Information						
Date:			Student ID No:		VT Email:	
Last Name:			First Name:		Phone:	
	University Presidential Policy 196 (revised) allows currently enrolled student to designate a course status of Course Withdrawal (CW for a maximum of three (3) courses (regardless of credit hour) during their undergraduate academic tenure at Virginia Tech.					
	This form must be subm	his form must be submitted on or before the University stated Course Withdrawal Deadline.				
	Using a course withdrawal will not change the student's enrollment hours for the semester and will not drop students to part-time.					
	After final grades are posted, the course(s) to which you have applied the "W" Grade Policy will appear on your transcript with a "W" grade but will not count in your GPA hours or any GPA calculations.					
	Course withdrawal does NOT remove you from Canvas.					
	Students are strongly encouraged to meet with their advisor prior to using a course withdrawal. Advisors will sign the form after submission of the form.					
		Apply Cou	rse Withdrawal Stat	us to the following cour	se(s):	
CRN [		Department	Course Number	Credit Hours		
Example: 18855			PHS	3014	3	
	Incomplete forms will n	ot be proc	essed. Your advisor	· will sign upon submissi	on of the form.	
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