



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 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 Course Withdrawal Status to the following course(s): | | | |
|--|------------|---------------|--------------|
| CRN | Department | Course Number | Credit Hours |
| Example: 18855 | PHS | 3014 | 3 |
| | | | |
| | | | |
| | | | |

- Incomplete forms will not be processed.** Your advisor will sign upon submission of the form.
- I understand this request is irrevocable and unappealable and does not result in the refund of any fees. I acknowledge it is my responsibility to check with the Office of University Scholarships and Financial Aid to ensure that reducing my credit load through the use of this form does not impact any type of aid I may be receiving.
- I also understand the course withdrawal policy may not be applied to courses that have Undergraduate Honor System violations associated with them.
- If you have disciplinary or financial holds (parking tickets, library fees, etc.), your course withdrawal request cannot be processed. It is your responsibility to remove the hold within five working days after the posted course withdrawal deadline.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

| Office Use Only | | |
|-----------------|-----------------|---------------|
| Date Received: | Date Processed: | Processed by: |