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University Presidential Policy 196 allows currently enrolled students to designate a course status of Course Withdrawn (CW) for up to an overall maximum of six (6) credit hours.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 submitted to your undergraduate academic dean’s office no later than the Friday of the last full week of classes of each term, prior to a student’s graduation. If a registration hold exists at the time of application the student must take action to remove the hold within 5 working days of the application or the request will be voided. Course(s) with a status of CW will appear on Hokie Spa after the 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 prior to First Summer 2000? Yes/No
- If yes, enter number of credit hours of Freshmen Rule used: _______

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: __________________________

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<tr>
<th>CRN</th>
<th>Subject Abbreviation</th>
<th>Course Number</th>
<th>Credit Hours</th>
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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: __________________________

Undergraduate Dean Signature/Date: __________________________