



Graduate School of Arts and Sciences
Enrolled Student Office
P.O. Box 400772
Charlottesville, VA 22904-4773
<http://graduate.as.virginia.edu/>
gsasregistrar@virginia.edu

COURSE WITHDRAWAL REQUEST FORM

The deadline for withdrawing from a class (with a grade of W on the transcript) is eight weeks from the first day of classes for the semester, not the class's first day of instruction.

To be Completed by the Student (Print Clearly)

Name _____
LAST FIRST MIDDLE

UVA SIS ID # _____ UVA email _____

Current Course Load _____ hours; Requested Course Load _____

5-Digit Class Number _____ Subject Area and Number _____

Semester _____ Year _____

IF WITHDRAWING FROM A CLASS WILL LEAVE YOU WITH FEWER THAN 12 CREDITS, YOU MUST OBTAIN THE APPROVAL OF YOUR DIRECTOR OF GRADUATE STUDIES.

NOTE: CARRYING FEWER THAN 12 HOURS WILL JEOPARDIZE YOUR F-1 OR J-1 VISA STATUS AND YOUR NCAA ELIGIBILITY. IT COULD ALSO IMPACT YOUR FINANCIAL AID, HEALTH INSURANCE, AUTO INSURANCE OR VETERAN'S BENEFITS. CHECK BEFORE YOU WITHDRAW FROM A CLASS.

Scan and email to the Enrolled Student Office at gsasregistrar@virginia.edu

Signature of Director of Graduate Studies
(required if withdrawing from the class results in dropping below 12 credit hours)

Office use only

Date Entered _____
(month) (date) (year)