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 ggasregistrar@virginia.edu

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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)