



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](mailto: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](mailto:gsasregistrar@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)