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.

Name ______________________________________________________________________

LAST FIRST MIDDLE

Univeristy 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.

_____________________________________
Signature of Director of Graduate Studies

_____________________________________
Instructor Signature