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

Local Telephone Number _____________________ UVA e-mail ID____________________

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 GSAS DEAN’S APPROVAL.**

**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.

Return to the Enrolled Student Office, 438 Cabell Hall, Graduate School of Arts and Sciences, BEFORE 5:00 P.M. on the day of the deadline

_____________________________________  Signature of GSAS Assistant Dean
(required if withdrawing from the class results in dropping below 12 credit hours)

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Office use only

Date Entered ____________________________________________

(month) (date) (year)