

# COURSE WITHDRAWAL (GRADUATE LATE WITHDRAWAL) REQUEST

Use this form to drop a graduate course after the drop deadline. The dropped class will remain on the transcript, designated as a "WG," and will not compute in the GPA. Submit this form to your home department and then to the Graduate School for approval by the final Friday before the last day of classes.

\_\_\_\_\_  
Last/Family Name

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last 4 digits of VT ID:

\_\_\_\_\_  
E-mail Address:  
@vt.edu account, preferred

\_\_\_\_\_  
Current Program

Degree Level

- Doctoral
- Education Specialist
- Master's
- Graduate Certificate
- Non-Degree
- Commonwealth Campus

Campus

- Blacksburg
- Hampton Roads
- National Capital Region
- Richmond
- Roanoke
- Southwest Virginia
- Virtual

TERM	YEAR	DEPARTMENT	COURSE NUMBER	CRN	# OF CREDIT HOURS	COURSE TITLE	A - F, PASS/FAIL, AUDIT
							A - F P/F Audit
							A - F P/F Audit

\_\_\_\_\_  
STUDENT Signature Date (MM/DD/YY)

\_\_\_\_\_  
INSTRUCTOR Signature Printed Name e-mail (@vt.edu, preferred) Date (MM/DD/YY)

\_\_\_\_\_  
DEPARTMENT HEAD Signature Printed Name e-mail (@vt.edu, preferred) Date (MM/DD/YY)  
or authorized GRADUATE PROGRAM DIRECTOR

\_\_\_\_\_  
DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) Signature Date (MM/DD/YY)

\_\_\_\_\_  
GRADUATE SCHOOL Signature Date (MM/DD/YY)

Submit your completed form:  
**<https://gs.vt.edu/forms>**  
120 Graduate Life Center, Blacksburg  
VT ICAB 1, 3625 Potomace Ave, Alexandria  
For assistance, call 540-231-8636 or  
e-mail [grads@vt.edu](mailto:grads@vt.edu)