

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
or authorized GRADUATE PROGRAM DIRECTOR

Printed Name

e-mail (@vt.edu, preferred)

Date (MM/DD/YY)

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
 NVC 7054 Haycock Road, Falls Church
 For assistance, call 540-231-8636 or
 e-mail grads@vt.edu