

Academic Relief Request flow chart narrative

Step One (student action): Student completes Academic Relief Request form (<https://gs.vt.edu/academicrelief>)

Step Two (student action): Student uploads the relief request form and attachments in the Graduate School form submission portal (<https://gs.vt.edu/forms>)

Step Three (Graduate School action): Graduate School reviews request and makes an academic decision (1-3 days)

Step Four (Graduate School action): Graduate School completes drop/add or withdrawal form on the student's behalf.

Step Five (Graduate School action): Student is withdrawn from requested courses or term and notified by the Graduate School or Registrar. If the student is international, they will be notified by Cranwell International Center