



HOBART AND WILLIAM SMITH COLLEGES
Office of the Hobart and William Smith Deans

Voluntary Course Withdrawal Request Form

POLICY: A voluntary course withdrawal may be requested by a student at any time up to and including the last day of classes of the semester in which the student is enrolled in the course. However, seniors will only have until the end of the 11th week of classes to withdraw from a course so that graduation requirements can be finalized.

Students should consult with the Office of Financial Aid by phone, (315)-781-3315, or by email, finaid@hws.edu to discuss the consequences of the withdrawal. The deans will notify the student, instructor, and advisors if/when the withdrawal is approved. Students are recommended to meet with their advisor to form a plan to make up the credit(s).

Students may not use a voluntary course withdrawal for a course in which they stand accused of a violation of the principle of academic integrity or if they have been found responsible for such a violation.

Before submitting to the Deans:

Student has discussed the impact of the VW with staff at the Office of Financial Aid.

Student has consulted with their faculty advisor on a plan to make up the credit/s.

Student's name _____

HWS ID number _____ Year level/ class _____

Course title _____ Course number _____

Name of course instructor _____

Name of faculty advisor _____

Please check all that apply: HEOP Posse First Gen International Student Student Athlete

(Student's Signature)

Date

FOR OFFICE USE ONLY

(Dean's Signature)

(Date)

Submit this form to the Office of the Deans, Smith Hall, First Floor
office phone number: (315)-781-3467
email: hwsdeans@hws.edu