

## Steps to apply for Academic Relief

### Step #1

The student may pick up a packet at the front desk of the CCC, on the website at [www.ucc.vt.edu](http://www.ucc.vt.edu), or from an Academic Advisor or Academic Dean from your college or department.

### Step #2

Please COMPLETELY read the policies and guidelines prior to filling out the forms.

### Step #3

Have the “Advisement for Academic Relief” form signed by your academic advisor in your college. If you are an International Undergraduate student you need to obtain a signature from the Cranwell International Center. If you are a Graduate International student you need to obtain a signature from an international advisor at the Graduate School.

Please complete in its entirety the “Academic Relief Request Form”.

### Step #4

Submit the completed packet to the Cook Counseling Center that includes the signed “Advisement for Academic Relief” form and your “Academic Relief Request Form”. Please include any other supporting documents from off campus providers (if applicable).

### Step #5

After the committee meets and reviews your application, you will be notified by a mailed letter regarding the outcome.

### Step #6

If you are granted a withdrawal from all classes your dean will place a hold on your registration. Prior to returning to the university you will need to submit the “Physician or Mental Health Professional’s Assessment and Recommendation Regarding Patient’s Readiness for Virginia Tech Reenrollment” form to the Cook Counseling center two (2) weeks before the start of the semester you wish to enroll in.

### PLEASE NOTE

**\*\*Receiving academic relief may have consequences on other aspects of your life (i.e. Residential Life, Financial Aid, Health Insurance.) Please contact the appropriate department to discuss these implications.\*\***