**Steps to Apply for Academic Relief**

**Step #1**

You may pick up a packet at the front desk of the Cook Counseling Center, on the website at [www.ucc.vt.edu](http://www.ucc.vt.edu), or from an Academic Dean or Advisor from their college or department.

**Step #2**

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

**Step #3**

# Have the “Cook Counseling Center Academic Advisement Form” signed by your Associate Dean

for 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 From.”

**Step #4**

Submit the completed packet to the Cook Counseling Center, 240 McComas Hall that includes the signed “Cook Counseling Center Academic Advisement Form” and your “Academic Relief Request Form.” Please include “Physician or Mental Health Professional’s Assessment and Recommendation Regarding Patient’s Need for Academic Relief” 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 your classes the Cook Counseling Center 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.\*\***

Reviewed 06/2016