HOW TO COURSE WITHDRAW

WHAT IS COURSE WITHDRAWAL (W GRADE POLICY)?

- A withdrawal places a "W" on the student's academic transcript and is not calculated into the GPA.
- A maximum of three (3) course withdrawals can be used in a student's academic career.
- Students can withdraw from a course through the last day of classes each semester.
- There are no refunds for tuition or fees for a course that is withdrawn.

STEPS TO COURSE WITHDRAW:

1. Investigate options to be successful and decide if withdrawing from the course is your best option.
2. Confirm the minimum grade needed for the course in which you are requesting the W grade.
3. Research which courses require the course you are requesting the W grade policy from as a pre-requisite.
4. Determine how the course withdrawal will impact your academic plan.
5. Consult with your academic advisor for any questions related to the course withdrawal.
   https://www.registrar.vt.edu/graduation-multi-brief/checksheets.html
6. Go to Hokie Spa ➤ Classic Student Schedule to obtain the subject, course number, and CRN.
7. Complete and submit the College of Engineering Course Withdrawal Request Form online.

VERIFY YOUR COURSE WITHDRAW:

- Go to Hokie Spa ➤ Registration (Add/Drop) and Schedule ➤ View Registration Information. Check the grade mode next to the course to ensure a "W" is listed.

IMPORTANT NOTES:

❖Students receiving financial aid (grants, loans, and/or scholarships) should speak with the Office of Scholarships and Financial Aid and review the Satisfactory Academic Progress (SAP) policy.

❖Student athletes should also consult with their SAASS advisor for NCAA eligibility requirements.