

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.
- Students remain enrolled in the credit hours associated with the course.
- 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- There are no refunds for tuition or fees for a course that is withdrawn.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.
 - a. Calculate your current course grade. Go to [Resources and Support](#) ► [A "How To" Guide](#) ► #5 [Determine Your Course Grades](#) to download the Excel file.
 - b. Run what-if semester GPA scenarios. Go to [Resources and Support](#) ► [A "How To" Guide](#) ► #6 [Computed Your Semester GPA and Overall GPA](#) to download the Excel file. Your quality points and GPA hours are located on [Hokie Spa](#) ► [Transcripts and Certifications Menu](#) ► [View Unofficial Transcript](#).
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.