

TO DO OR CONSIDER BEFORE USING THE COURSE WITHDRAWAL POLICY

- Meet with your instructor to be sure you know exactly where you stand in the course.
- Map out your remaining time at VT by semester. Can you fit in the class you are considering dropping?
- If there is a reasonable chance of passing the course, consider the following:
 - You already have invested a great deal of time in this course.
 - Gaining work experience every summer is critical to your future. Summer school and work experience in your field rarely work together.
 - It's hard to get excited about a course the second time around, so grades often still are low when someone repeats a course.
 - You need to average 16 credits/semester to graduate on time.
 - Most upper level courses are offered only once a year. You may be throwing yourself out of sequence or you may be missing critical prerequisites.
 - If at all possible, you want to keep your course withdrawals as "insurance policies" for the future.
 - If you are even a credit short of being in the next class (e.g., if you are a junior instead of a senior based on credit hours completed), you may receive less financial aid.
 - If you are in academic difficulty, the fewer hours you take, the higher the semester GPA you need to raise your overall GPA.
- Discuss with your advisor, and obtain signature while you are there if you decide to withdraw
- Discuss with Associate Dean, Dr. Oderwald, and obtain his signature

COURSE WITHDRAWAL POLICY (LATE DROP)

Under the University policy a maximum of 6 hours may be dropped beyond the normal six-week drop deadline date during a student's academic career at Virginia Tech. The request must be submitted to your undergraduate academic dean's office **NO LATER THAN THE LAST DAY OF REGULAR CLASSES (DOES NOT INCLUDE READING DAY)** of the term enrolled for the course. Courses with a status of CW will appear on Hokie Spa after final grades and will appear on your transcript with a W grade, but will not count in your GPA hours nor in any GPA calculations. The hours **WILL** remain on your record as hours attempted, so they will not impact financial aid. **Students who have used the old Freshman Rule for 2 courses are not eligible to use this policy.** Students who used the Freshman Rule for 1 course (3 credits) may use the new policy for one course during their college career. Students who withdraw from a course required in their major **MUST REPEAT** that course in order to graduate.