



## POLICY MEMORANDUM NO. 238

**TO:** All Faculty and Graduate Students

**FROM:** Charles W. Steger *WS*

**DATE:** June 30, 2006

**SUBJECT:** Course Withdrawal Policy for Graduate Students

Recommended by CGSP: November 16, 2005  
First Reading at University Council: February 6, 2006  
Approved by University Council: February 20, 2006  
Approved by President: February 20, 2006  
Effective: Spring 2006

The University Council and the Board of Visitors, on recommendation of the Commission on Graduate Studies and Policies, approved a resolution establishing a course withdrawal policy for graduate students.

Following is the text of that resolution:

**Whereas** the University has established a policy that allows undergraduate students to formally request that Virginia Tech credit hours be designated as "Withdrawn" (W) in selected circumstances and within specific guidelines; and

**Whereas** the university transcript serves as the official academic record for students onto which withdrawals can be noted; and

**Whereas** graduate students can also find themselves in difficult situations in which the appropriate action might be to withdraw from selected courses after the normal deadline to drop classes; and

**Whereas** graduate students should be able to request a withdraw under different circumstances than undergraduate students;

**Therefore, Be It Resolved**, that the University establish a separate Course Withdrawal Policy for graduate students (WG) as follows:

- Courses from which a student withdraws under the terms of this policy will appear on the transcript with a WG (Withdrawal graduate). WG grades do not compute in the GPA but appear on the transcript as a noted grade

*Invent the Future*

- Students must exercise their option to apply the Course Withdrawal Policy no later than the Friday of the last full week of the term deadline to be displayed in the Time Table of Classes.
- A student's decision to invoke this policy is irrevocable and cannot be appealed.
- Students may request course withdrawal irrespective of the evaluation earned in it up to the point of their request for withdrawal.
- Withdrawals under this policy may not be employed to reduce or obviate any penalty otherwise accruing to students under the University's Honor System.
- To exercise this option, students should submit a course withdrawal form to their home departments and the Graduate School for approval.
- Students who apply the WG grade do not impact the interpretation of full time for purposes of certification. However, the application of the WG grade does affect Reasonable Academic Progress (RAP) for financial aid.
- Students do not receive any refunds for courses with WG.