



How to Withdraw from a Course



Students can withdraw from a course and the grade will not be calculated into the GPA, but a “W” will be placed on the transcript. Withdrawing from a class can be done a maximum of **3 times** during a student’s academic career.

- ❑ **LOOK AT** options
 - Consider your options to be successful in the course. If there is a possibility to significantly improve course performance, withdrawing may not be the best option.
- ❑ **CONFIRM THE** minimum grade needed
 - Look into the course and see what the minimum grade required is. Compare this to how you are currently performing in the class.
- ❑ **RESEARCH** pre-requisite requirement
 - Research your required courses for your degree and see if this course is a pre-requisite. Check to see how withdrawing from the course will affect your future academic plan.
- ❑ **CONSULT** with your advisor
 - Talk to your academic advisor about your situation in the course.
- ❑ **GATHER** required information
 - Visit [Hokie SPA](#) --> Course Registration and Schedule Menu --> Registration (Add/Drop) and Schedule to find the subject, course number, and CRN of the course you are planning to withdraw from.
- ❑ **COMPLETE** the required form
 - Visit the [CALs Student Forms webpage](#) and complete the form listed under Apply “W” Grade Policy.

Helpful Tips:

- Withdrawing from a course can be beneficial to students who are struggling to pass the course or can not handle the workload. Because students can only withdraw from a total of 3 courses, it is important to use this wisely!
- Consider speaking to the instructor of the course before withdrawing. See if they have any helpful tips or advice on how to succeed.