

College of Agriculture and Life Sciences

Request to Apply "W" Grade Policy

Instructions: Students may apply the W grade option to a maximum of three (3) courses (regardless of credit) during their undergraduate academic tenure. Students who have utilized six (6) credit hours under the former version of the policy may apply for additional course(s) if sum total does not equal more than three (3) courses and application within the stated deadline. **This request must be submitted to your undergraduate dean's office no later than 5:00 p.m. on the last day of classes (the day before reading for final exams) for courses taken during the current semester.** Course(s) with a status of W 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. (*Note: Holds on your account must be resolved before we can process a withdrawal for you.*)

Part I. Before completing Part II, answer the following question:

Did you use course withdrawal prior to this semester? _____ Yes _____ No

If "yes," to how many courses did you apply this policy? _____1 _____2 _____3

You are eligible to apply only the unused portion of the three (3) courses.

Part II. Apply "W" Grade Status to the following course(s):

Date: _____ Major: _____ Term: _____

Student ID No.: _____ Last Name only: _____

VT E-mail: _____ Phone Number: _____

CRN	Subject Abbreviation (e.g./ AAEC, APSC)	Course Number	Credit Hours
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

I understand that this request is irrevocable and unappealable and does not result in the refund of any fees. I also understand that the course withdrawal policy may not be applied to courses with honor system penalties associated with them.

Student Signature: _____ Date _____

Advisor Signature _____ Date _____

For Office Use Only:

- ☐ Reviewed Financial Aid Implication (RAP 75%)
- ☐ Verified CRN Number
- ☐ Checked for Holds

Undergraduate Dean Signature: _____
1060 Litton Reaves Hall