

CGSP Resolution 2005-06F  
Resolution to Establish a Course Withdrawal Policy for Graduate Students

Recommended by the Commission on Graduate Studies & Policies:	November 16, 2005
First Reading at University Council:	February 6, 2005
Approved by University Council:	February 20, 2006
Approved by the President:	February 20, 2006
Effective:	Spring 2006

**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a policy that allows undergraduate students to formally request that Virginia Tech credit hours be designated as “Withdrawn” (W) in selected circumstances and within specific guidelines; and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
- 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 can not 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.