

Administrative Withdrawal Request Form

Prior to requesting an administrative withdrawal, please review Virginia Western's withdrawal policy at:
<https://www.viriniawestern.edu/about/legal-and-policies/policies/student-affairs/i-84/>

Administrative Withdrawal Procedures for Students

1. Complete this form. Please make sure you indicate your last date of attendance for the course(es). Even if the course is distance learning, please supply a last date of attendance/participation.
2. Submit this completed form along with your supporting documentation of your mitigating circumstance to the college registrar. (mhilts@viriniawestern.edu). Please use page 2 of this form to describe your circumstance.
3. Students will be notified of the approval or denial of this request through their Virginia Western email account.

STUDENT NAME

Last: _____ First: _____

EMPL ID

SEMESTER

Spring _____ Summer _____ Fall _____

COURSE(S):

_____ Last Date Attended Class: _____

_____ Last Date Attended Class: _____

_____ Last Date Attended Class: _____

_____ Last Date Attended Class: _____

_____ Last Date Attended Class: _____

Student Name: _____

EmplId: _____

Describe your mitigating circumstance below. Supporting documentation of this circumstance must also be provided in order for your request to be considered.

Student Signature _____

Date _____

Office Use Only:

☐ **Approve** ☐ **Deny**

Registrar/Designee

Date

☐ **Notify Financial Aid**

☐ **Email sent to student**