

REQUEST FOR ADMINISTRATIVE WITHDRAWAL

Records Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704
records@virginiawestern.edu / Fax: 540-857-6102

Prior to requesting an administrative withdrawal, please review Virginia Western's withdrawal policy at:
<http://www.virginiawestern.edu/about/policies/l-18.php>.

Administrative Withdrawal Procedures for Students

1. Complete this form.
2. Submit this completed form and your supporting documentation of your mitigating circumstance to the Registrar (kcole@virginiawestern.edu). Please use page 2 of this form to document 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: _____

EmpId: _____

Describe your mitigating circumstance below. Supporting documentation of this circumstance must also be provided.

Student Signature _____

Date _____

Office Use Only:

Approve Deny

Registrar/Designee

Date

Notify Financial Aid

Email sent to student