

## 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.

<b>STUDENT NAME</b>		
Last: _____	First: _____	
<b>EMPL ID</b>		
<b>SEMESTER</b>		
Spring _____	Summer _____	Fall _____
<b>COURSE(S):</b>		
_____	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