

Bachelor Degree Correction Form

This form is to be used to correct degree information reported on the Admissions Application.

- ❖ **WHAT YOU MUST DO:** Review, complete, and sign all applicable areas. Submit the form for review.
- ❖ **WHAT TO EXPECT:** After final review you will receive email communication letting you know what your financial aid eligibility is. You must allow 72 hours for processing.
- ❖ **ALL INQUIRIES REGARDING THIS FORM AFTER SUBMISSION SHOULD BE MADE TO THE FINANCIAL AID OFFICE.**

Student First Name

Student Last Name

Student ID

I incorrectly reported on my application for admissions to Virginia Western Community College that I earned a bachelor's degree or a degree higher than a bachelor's degree (master's, doctorate, or professional. Please note that an earned certificate is not the equivalent to a degree.). I **did not** earn a bachelor's or higher degree prior to July 1, 2022. Please make a correction to my admissions record indicating that I did not earn a bachelor's degree.

Thank you,

Student Signature (Required)

Date

Office Use Only

Records Office:

Transcript on File: Yes No

Record Corrected: Yes No

Initials: _____ Date: _____

*NOTE to Records: If transcript on file, do not correct record. Forward document to FA for transcript review. If **no** transcript on file, proceed with record correction.*

FA Office:

If transcript on file:

Degree: Yes No

Initials: _____ Date: _____

(1) Upload the form at www.viriniawestern.edu by clicking '24/7 Student Support Center' (bottom right of page). Login to your MyVWCC account, then you can submit docs via 'Submit Document(s)/Create a Case' (2) Fax forms to 540-857-6208