

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, 2025. Please make a correction to my admissions record indicating that I did not earn a bachelor’s degree.

Student Signature	Date
--------------------------	-------------

Office Use Only

Records Office: Transcript on File: <input type="checkbox"/> Yes <input type="checkbox"/> No Record Corrected: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ Date: _____ <small>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.</small>	FA Office: If transcript on file: Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ Date: _____
--	--

Ways to Submit:

- (1) Upload the form at mysupport.virginiawestern.edu.
- (2) Drop off in-person at the Financial Aid Office in Chapman Hall.
- (3) Submit via email to finaid@virginiawestern.edu.