

## REQUEST FOR ADMINISTRATIVE WITHDRAWAL

VWCC Admissions Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704  
 Phone: 540-857-7231 / Fax: 540-857-6163

Prior to requesting an administrative withdrawal, please review Virginia Western's withdrawal policy at <http://www.virginiawestern.edu/about/policies/l-18.php>. Exceptions to this policy may be made under mitigating circumstances if approved by the Coordinator of Enrollment Services or her designee. Such circumstances require documentation for inclusion in the student's academic file. ***Students must be passing the course at the last date of attendance in order to qualify for an administrative withdrawal.***

### Administrative Withdrawal Procedures for Students

1. Complete the remainder of this form and obtain signatures from your instructor(s).
2. Submit this completed form along with the documentation of the mitigating circumstance to the Admissions Office Manager.
3. Students will be notified of the approval or denial of this request after the completed form is reviewed.

STUDENT NAME

EMPL ID

SEMESTER

**INSTRUCTOR: Was this student making satisfactory progress in your class(es) on their last date of attendance?**

Yes  No

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Last Date of Attendance

\_\_\_\_\_  
Course

Comments:

Yes  No

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Last Date of Attendance

\_\_\_\_\_  
Course

Comments:

Yes  No

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Last Date of Attendance

\_\_\_\_\_  
Course

Comments:

Yes  No

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Last Date of Attendance

\_\_\_\_\_  
Course

Comments:

Approve  Deny

\_\_\_\_\_  
Coordinator Of Enrollment Services/Designee

\_\_\_\_\_  
Date