

# REQUEST FOR ADMINISTRATIVE WITHDRAWAL

Records Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704  
[records@viriniawestern.edu](mailto:records@viriniawestern.edu) / Fax: 540-857-6102

Prior to requesting an administrative withdrawal, please review Virginia Western's withdrawal policy at:  
<http://www.viriniawestern.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@viriniawestern.edu](mailto:kcole@viriniawestern.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):

Student Name: \_\_\_\_\_

EmplId: \_\_\_\_\_

**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