

REQUEST FOR ADMINISTRATIVE WITHDRAWAL

Virginia Western Enrollment Center • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704
enroll@viriniawestern.edu / Fax: 540-857-6163

Prior to requesting an administrative withdrawal, please review Virginia Western's withdrawal policy at <http://www.viriniawestern.edu/about/policies/l-18.php>. Exceptions to this policy may be made under mitigating circumstances if approved by the Director of Enrollment & Advising Services or her designee. Supporting documentation is required.

Administrative Withdrawal Procedures for Students

1. Complete the remainder of this form.
2. Submit this completed form & your supporting documentation of your mitigating circumstance to the Director of Enrollment & Advising Services (bferguson@viriniawestern.edu).
3. Students will be notified of the approval or denial of this request through their Virginia Western email account.

STUDENT NAME

EMPL ID

SEMESTER

COURSES

Describe your mitigating circumstance below. Supporting documentation of this circumstance must also be provided.

Student Signature _____ Date _____

Approve Deny

 Director, Enrollment & Services/Designee

 Date