# 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.*

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*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, 2024. Please make a correction to my admissions record indicating that I did not earn a bachelor's degree.

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Student Signature      Date

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**Office Use Only**

| Records Office: | FA Office: |
|---|---|
| **Transcript on File:** ☐Yes ☐No | **If transcript on file:** |
| **Record Corrected:** ☐Yes ☐No | **Degree:** ☐Yes ☐No |
| **Initials:** _____ **Date:** _____ | **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. | |

***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.*