

STUDENT RESIGNATION/WITHDRAWAL FORM

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Last Name	First	M.I.	Major	Academic Level	Student ID number
Term (Circle ONE)** Fall Spring 1 st summer 2 nd summer					Year of resignation/ withdrawal request
**One form per term					

- Students wishing to drop all classes may WITHDRAW through the first day of classes. A dean's signature **is not** required.
- Students wishing to drop all classes after the first day of classes must RESIGN; a dean's signature **is** required.
- In addition, students living in residence halls are required to obtain a signature from Housing & Dining Services.
- Cadets must also obtain the Commandant's signature before the resignation or withdrawal can be processed.

1. Student Signature Required

I hereby resign/withdraw my current enrollment at Virginia Tech for the term and year indicated above.

I understand that this does not relieve me of any financial obligation to the university.

Reason for resignation/withdrawal:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Financial | <input type="checkbox"/> Transfer to another College/University | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Suspension (academic, honor system, student conduct) | <input type="checkbox"/> Military (copy of activation papers needed) | <input type="checkbox"/> Other: _____ |

Signed _____ Date _____
(student or proxy)

2. Academic/Graduate Dean (Dean's use only)

Resignations and withdrawals are **effective on the date received by the University Registrar**, unless otherwise indicated by the Dean. Please indicate effective date, if desired.

EFFECTIVE DATE _____
(Dean's Use Only)

Comments: _____

Signed _____ Date _____
(Dean)

3. Housing and Dining Services (Students living in residence halls only.) Students must check out properly from their rooms before obtaining the signature from the Housing and Dining Services Office (144 New Hall West)

Signed _____ Check-out Date _____
(Housing Representative)

4. Commandant (Cadets only)

Signed _____ Date _____
(Commandant)

5. SUBMIT COMPLETED FORM TO UNIVERSITY REGISTRAR, 250 STUDENT SERVICES BUILDING (0134), VIRGINIA TECH, BLACKSBURG, VA 24061

Received by: _____ Date: _____ Effective Date (office use only): _____

UNIVERSITY REGISTRAR ADMINISTRATIVE USE ONLY