

STUDENT RESIGNATION/WITHDRAWAL FORM

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Last Name	First	M.I.	Major	Academic Level	Term	Year	Student ID Number

•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 Residential and Dining Programs.

•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: _____

Signed _____

(student or proxy)

Date _____

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 _____

(Dean)

Date _____

3. Residential and Dining Programs (Students living in residence halls only. Students must check out properly from their rooms before obtaining the signature from the Residential Programs Office.)

Signed _____

(RDP Representative)

Check-Out Date _____

4. Commandant (Cadets only)

(Commandant)

Date _____

5. SUBMIT COMPLETED FORM TO UNIVERSITY REGISTRAR, 250 STUDENT SERVICES BUILDING (0134)

Received by: _____

Date: _____

Effective Date (office use only) _____

UNIVERSITY REGISTRAR ADMINISTRATIVE USE ONLY

**SEMESTER RESIGNATION SUPPLEMENTAL FORM
COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES**

I, _____, request
Printed Name Student Number

To resign from the _____ First Summer Session or _____ Second Summer Session or _____ Fall

Semester or _____ Spring Semester _____
Year

The last day I attended classes on campus of the term named above was _____.

The last day I participated in an on-line class was _____.

Signature Date

Students should complete this form and submit it to the office of Undergraduate Academic Affairs in 238 Wallace Hall when you submit the resignation form for the Dean's signature.

Willful misrepresentation of information on this form constitutes a violation of the Honor Code.