



**General Information**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Major</b>	<b>Academic Level</b>	<b>Student ID Number</b>
<b>Term (Check ONE term per form):</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> 1 <sup>st</sup> Summer <input type="checkbox"/> 2 <sup>nd</sup> Summer <input type="checkbox"/> Winter				<b>Year of Resignation/Withdrawal Request</b>	

- 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 & Residence Life.
- Cadets must also obtain the Commandant's signature before the withdrawal or resignation can be processed.
- International undergraduate students must obtain a signature from Cranwell International Center and international graduate students from International Graduate Student Services.
- Be aware, students who withdraw with an active student conduct case may have the language *withdrew while under investigation for a violation of the student code of conduct* placed on their transcript.

**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:**

Financial     Transfer to another College/University     Suspension (academic, honor system, student conduct)  
 Personal     Military (copy of activation papers needed)     Other: \_\_\_\_\_  
 Academic/Medical Relief (requires letter from Cook Counseling or Schiffert Health Center)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student or Proxy)

**2. Academic/Graduate Dean (Dean's use only)**  
Withdrawals and resignations that are required to receive Academic Dean's approval **must have an effective date**. The Office of the University Registrar is unable to process requests after the first day of classes without one.

Effective Date \_\_\_\_\_ Comments: \_\_\_\_\_  
Date \_\_\_\_\_

Signed \_\_\_\_\_ Printed \_\_\_\_\_  
(Dean) (Dean)

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

Signed \_\_\_\_\_ Check-out Date \_\_\_\_\_  
(Housing Representative)

**4. Corps of Cadets (Cadets only)**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Commandant)

**5. Cranwell International Center / International Graduate Student Services (International students only)**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Cranwell International Center / International Graduate Student Services Representative)

**6. SUBMIT COMPLETED FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR.**

**University Registrar Use Only**

Received by	Date	Effective Date