



General Information

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

- 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 students must also obtain a signature from Cranwell International Center.
- 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 students only)

Signed _____ Date _____
(Cranwell International Center Representative)

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

University Registrar Use Only

Received by	Date	Effective Date	