



**General Information**

Last Name	First Name	M.I.	Major	Academic Level	Student ID Number
<b>Term (Check ONE term per form):</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer (S1, S2, and S3) <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.
- **NOTICE:** Checking “Summer” will remove you from all S1, S2, and S3 courses. Do not complete this form if you do not wish to have all courses removed from the term and year specified.

**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:**     First Day of Term     Specific 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)

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

**University Registrar Use Only**

Received by	Date	Effective Date	