



Student Information

Last Name	First Name	M.I.	Major	UG or GR	Student ID Number
Term (Check ONE term per form): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer (all sessions) <input type="checkbox"/> Winter					Year
Is this your first term of enrollment at Virginia Tech? <input type="checkbox"/> Yes <input type="checkbox"/> No					

- A dean’s signature is **not** required if withdrawing through the **first day** of classes.
- A dean’s signature **is** required for students wishing to drop all classes **after** the first day of classes.
- 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.
- **Summer:** Completing this form for “Summer” will remove you from all summer sessions (S1, S2, S3).
- If enrolled in multiple parts of Summer (S1 and S2), Session 1 withdrawal and resignation deadlines apply. Drop deadlines are session/part of term based and apply to the session the course is associated with. Please see your Academic Dean if NOT attempting to withdraw from all summer sessions and the last day to drop has passed.

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)

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.

Signed _____ Date _____
 (Student or Proxy)

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 will not process requests after the first day of classes without one. The effective date should be based on the student’s last date of actual attendance in a course and should not be prior to that date.

Effective Date _____ Comments: _____
 _____ Date _____

Signed _____ Printed _____
 (Dean) (Dean)

Required Special Population Signatures

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

Signed _____ Date _____
 (Housing Representative)

Corps of Cadets (Cadets only)

Signed _____ Date _____
 (Commandant)

Cranwell International Center (International students only)

Signed _____ Date _____
 (Cranwell International Center Representative)

University Registrar Use Only

<i>Received by</i>	<i>Date</i>	<i>Effective Date</i>
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