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_____ **Date**_____
(student or proxy)

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_____ **Date**_____
(Dean)

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_____ **Check-Out Date**_____
(RDP Representative)

4. Commandant (Cadets only)

Signed_____ **Date**_____
(Commandant)

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