



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

- 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: _____

Signed _____ Date _____
(Student or Proxy)

2. Academic/Graduate Dean (Dean's use only)
 Withdrawals and resignations are **effective on the date received by the University Registrar**, unless otherwise indicated by the Dean. Please indicate effective date, if desired.

Effective Date _____ Comments: _____

Signed _____ Date _____
(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 Dining Services 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.

Administrative Use Only			
Received by	Date	Effective Date	