

This form should be completed by students who choose to withdraw from one or more of their courses OR by an academic official (instructor, dean or designee). A grade of 'W' is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session (Last day to drop with a grade of 'W'). The withdrawal dates and deadlines can be viewed on the [Academic Calendar](#) or in the [Student Center](#) in SIS.

**Must be submitted prior to the Last Day to Drop with a grade of 'W'**

**To be completed by student (print legibly) or Academic Official**

ID#: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_@email.vccs.edu

Are you a recipient of Financial Aid? ☐ YES ☐ NO

If you answered 'YES' you must see a Financial Aid or VA benefits advisor given possible implications to your aid and/or benefits, which may include **owing a debt.**

Are you a recipient of Military or VA Benefits? ☐ YES ☐ NO

Are you withdrawing after the deadline due to mitigating circumstances (examples on page 2): ☐ YES ☐ NO

(If 'YES' provide a statement detailing reason for withdrawal and submit supporting documentation)

\_\_\_\_\_  
**Student Signature** (required if initiated by student)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**\*\*Instructor Signature**  
(required if initiated by instructor)

\_\_\_\_\_  
**Instructor Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**\*\*Dean/designee Signature**  
(required for mitigating circumstances after the 60% mark)

\_\_\_\_\_  
**Dean/Designee Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**VPAA/designee Signature**  
(required if the semester has ended)

\_\_\_\_\_  
**Dean/Designee Name**

\_\_\_\_\_  
**Date**

**Course(s) to Withdraw from:**

Class# (5 digits)	Subject/Catalog# (ex. ENG 111)	Section (ex. 01H or B01)	Credit Hours (ex. 3)	Day(s)/Time (ex. T/Th)	**Last Date of Attendance (Faculty use only)

**\*\*Instructor/Academic Official – provide reason for the withdrawal:**

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT INFORMATION:**

**Student Initiated Withdrawal:** While the reason for withdrawing differs from student to student, we must inform you of the implications of the withdrawal. If you are a Financial Aid or VA Benefits recipient, future funding for your tuition may be affected. Additionally, withdrawing from classes delays the completion of your graduation requirements.

**Instructor or Academic Official Initiated Withdrawal:** Per VCCS policy course instructors may withdraw students from a class after the add/drop period, but prior to completion of 60% of a session. This deadline corresponds with “the Last Day to Drop with a Grade of W” and is located on the College website. A student who withdraws or is withdrawn from a course shall be assigned a grade of 'W'.

A faculty member may withdraw a student from a course if the student exhibits an unexplained and continuous absence from class for an extended period, significantly impacting their ability to meet the course requirements and/or individual course attendance requirements.






**Withdrawing after the Deadline:** Per VCCS policy, after that time [i.e., withdrawal period], if a student withdraws or is withdrawn from a course, a grade of 'F' shall be assigned.

**Withdrawal for Mitigating Circumstances:** Exceptions to this policy may be made under mitigating circumstances; **such circumstances must be documented**, and a copy of the documentation placed in the student's academic file. *Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.*

VCCS policy states that mitigating circumstances may include:

- (1) administrative error
- (2) documented extenuating circumstances (e.g., major medical emergency, extreme financial hardship, death of an immediate family member, etc.)
- (3) a national emergency or mobilization [of VPCC military students] declared by the President of the United States and in accordance with [Section 23-9.6.2 of the Code of Virginia](#).

Examples of mitigating circumstances:

-  Medical - records, or doctor's signed letter, on business letterhead, with starting and ending dates of treatment and a statement that the student was on complete bed rest (homebound) or otherwise unable to attend for an extended period.
-  Immediate work reassignment for an extended period, or mandatory transfer (letter from employer or military deployment orders). A change in jobs does not qualify, nor does accepting a new position.
-  Administrative error - If you feel that your advisor/counselor has made an error in placing you into the courses in which you are enrolled, you must provide us with documentation. Such documentation could be a letter from the advisor/counselor stating that they made an administrative error in your course selection.
-  Extreme financial hardship - You must provide documentation such as bank statements, two recent pay stubs, necessary bills (gas, electric, phone, car payment, insurance, rent or mortgage) that you have in your name. Credit card bills do not apply. If you are collecting unemployment, please provide proof. If you are filing for bankruptcy or have been served with an eviction notice, please provide this for it will greatly assist us in determining if you are experiencing extreme financial hardship.
-  Death of the student or immediate family member –mother, father, sibling, spouse, child, or grandparent. A copy of the death certificate or obituary must accompany the request.