Virginia Highlands COMMUNITY COLLEGE

P.O. Box 828 • Abingdon, VA 24212
www.vhcc.edu • 276.739.2400
Si necesita ayuda en español, marque el número 276-739-2561
VHCC is an EEO/AA Institution

ADMINISTRATIVE WITHDRAWAL FORM

Check one:

_____Faculty Initiated 15% Policy

_____Faculty Initiated 60% Policy

The following student is hereby withdrawn for unsatisfactory attendance (15%) and/or failure to complete 60% of the coursework assigned in the course(s) listed below:

IF WITHDRAWING ALL COURSES ❑
TOTAL CURRENT CREDITS

BEFORE CHANGE _____

CREDITS ADDED _____

CREDITS DROPPED _____

NEW TOTAL CREDITS _____

FINANCIAL ASSISTANCE FROM:

VETERANS ❑
FINANCIAL AID ❑

OTHER _____

EMPLID_____ **OR Last 4 SSN** _____ - -

CURRICULUM/PROGRAM _____

SEMESTER/YEAR _____ **20**_____

NAME _____
Last **First** **Middle**

_____
Address **Phone**

_____
City **State** **Zip Code**

Class Number	Course Prefix and Number	Section	COURSE TITLE	CREDITS

Student may petition the instructor for reinstatement within five (5) class days of the withdrawal date listed below.

- Reason(S) For Withdrawal_____
- Last Day Student Attended_____

Instructor Signature _____Date_____

Registrar Office Entry _____Date_____