

Albert A. Sheen Campus RR1, Box 10,000, Kingshill, VI 00850-9781

St. Thomas Campus

#2 John Brewers Bay, St. Thomas, VI 00802-9990

Request for Administrative Withdrawal

Students who could not complete coursework due to unusual circumstances may request an administrative Withdrawal from course(s) after the University's official withdrawal date.

All parts must be completed before this request will be reviewed.

o Complete this form

Provost Signature

- Attach a typed letter explaining how circumstances impacted the student ability to complete coursework, written by the student;
 and
- o Provide supporting documentation. Relevant documentation may include:
 - A doctor's statement written on physician's letterhead (not a prescription pad).
 - Employer's statement on letterhead with specific dates of changes in employment;
 - Instructor's written statement with specific dates, reasons, and additional information to document extenuating circumstances and accommodations made;
 - Police reports and/or legal documents listing specific dates of incidents; or
 - Any other documentation that would indicate proof of mitigating circumstances.

SECTION	A: Student Inform	nation (Plea	se Print legibly).		
Date:	Student ID#:			Last date of Attendance:	
Name:Last Email address:		First		Middle	
				rerephone contact.	
SECTION Semester: Fai	I B: Request (Pleas				
CRN#	Subject Code	CRSE#	Title of Course		Credits
_	ng to withdraw for the state Reason(s):	following reason	n(s):		
Student Sign	nature:			Date:	
Student Sign	nature:			Date:	
chool/College Dean's Signature					