OFFICE of the REGISTRAR
Access and Enrollment Services

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.

- Complete this form
- Attach a typed letter explaining how circumstances impacted the student ability to complete coursework, written by the student; and
- 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 Information *(Please Print legibly).*

Date: _____ Student ID#: _____Last date of Attendance: _____

Name: _____
Last First Middle

Email address: _____ Telephone contact: _____

SECTION B: Request *(Please Print legibly).*

Semester: Fall ☐ Spring ☐ Summer ☐ Year_____

CRN#	Subject Code	CRSE #	Title of Course	Credits

I am requesting to withdraw for the following reason(s):

☐ (*Please State Reason*(s):

_____
_____
_____
_____
_____

Student Signature: _____ ***Date:***_____

Approval(s):

School/College Dean's Signature_____ Date: _____

Provost Signature _____ Date: _____