



# MITIGATING CIRCUMSTANCES WITHDRAWAL FORM

(Faculty, complete and sign form, and forward to the division dean for approval. Dean, if approved, sign and forward to Vice President for Instruction and Student Services. Original should be sent to the Admissions and Advising Center for processing.)

This form must be submitted to the Admissions and Advising Center prior to the grade submission deadline for the current semester. The use of this form is for MITIGATING CIRCUMSTANCES ONLY and DOES NOT APPLY TO STUDENTS WHO HAVE NEVER ATTENDED the course.

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
(Last) (First)

Semester/Year: \_\_\_\_\_ Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_  
(example: English 111) (example: 51623)

Last Date of Attendance: \_\_\_\_\_

The above named student should be awarded a grade of "W" for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b><u>Admissions and Advising Center</u></b> <b><u>Use Only</u></b>
Processed By: _____
Date: _____