PVCC
PIEDMONT VIRGINIA COMMUNITY COLLEGE
Opportunity. Access. Excellence.

MITIGATING CIRCUMSTANCES WITHDRAWAL FORM

(Faculty member, please complete, sign, and forward to division dean for approval. Dean, if approved, please sign and forward original to Welcome Center.)

This form must be submitted to the Welcome 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: _____
Last **First** **MI**

Student ID Number:_____

Last Date of Class Attendance: _____

Course Name: _____ **Course Number:** _____
(example: English 111) (example: 51623)

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

_____

_____

_____

_____

Is additional information attached? _____

Instructor Signature:_____ **Date:** _____

Division Dean Signature: _____ **Date:** _____

Welcome Center Use Only

Processed By: _____

Date:
_____

Rev. 07/08
Welcome Center