



Withdraw with Mitigating Circumstances

Mitigating circumstances are defined as instances which the student was unable to complete a course(s) due to serious illness, death in immediate family, full-time employment shift change, or move from the area. Your tuition may not be refunded. Requests must be made during the semester in question or the immediate subsequent semester. No request will be considered after this time.

Student Full Legal Name (Please Print): _____

Germanna Student ID Number: _____

Preferred Phone Number: _____

Current Term (Fall, Spring, or Summer): _____

Current Year: _____

Classes for which you are seeking a withdraw:

Course Name	Section Number	Credits	Last Date Attended According to Faculty	Term and Year Class Was Taken

Please check off the reason for your withdraw below and attach a letter of explanation and supporting documentation:

Personal or family illness

Geographic transfer or change in the hours or conditions of employment

Active-duty military service

Other circumstances (provide an explanation of circumstances below)

Please check off all that apply:

I am receiving GI Bill benefits.

I am receiving financial aid from grants.

I am receiving direct loans.

I am in the Nursing Partnership program (if the request is approved, an updated transcript may be sent to UMW).

If you checked off any of the statements above, you MUST discuss the impact this will have if you are approved with the appropriate department(s). A representative from the appropriate department must sign this form.

Representative's Name (Please Print):

Representative's Signature:

Date:

Student's Name (Please Print):

Student's Signature:

Date:

Office Use Only

Approved

Not Approved

Dean of Instruction's Name (Please Print):

Dean of Instruction's Signature:

Date:

Policy Exception

VP of Academic's Name (Please Print):

VP of Academic's Signature:

Date:

Person who entered withdrawal into SIS:

Date entered:
