



**\*Situations that are beyond a person's control are considered to be "mitigating circumstances", for example:**

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances.

Your letter must address the following questions:

- What was your situation during the past two semesters that resulted in you not completing 2/3 of your attempted credits each semester?
- How have you resolved this situation?
- What is your detailed plan describing how you will be successful in all of your classes next semester?  
For instance, how will you plan studying, how will you balance work, school, and parenting (if applicable), how will you maintain contact with instructors and your advisor, and what are your back-up plans for an emergency such as your car failing?