INSTRUCTIONS

NOTE: All items not mentioned are considered self-explanatory.

Item 4A - LAST DATE OF ATTENDANCE: Enter the actual last date of attendance. For college level courses you may use one of the following methods to determine the last date of attendance: (1) attendance records; (2) grading reports; (3) last date on which examination or other papers filed; (4) last day of activity in the instructor's records; or (5) a statement from the student as to the last day of his or her attendance.

Item 4B - REASON FOR TERMINATION: (Check the appropriate box.)

WITHDRAWAL OR INTERRUPTION (NONCOLLEGE): Check this box if a student terminates or temporarily interrupts a noncollege degree (NCD) program. EXCEPTION: Check the most applicable "WITHDRAWAL" box which follows if: (1) The NCD instruction operates on a term, block, or unit basis, and (2) The student must repeat the entire term, block, or unit (no credit accrued for work completed) due to the withdrawal.

If the exception applies, report in Item 7, Remarks, the first date for which no credit accrued towards graduation.

WITHDRAWAL DURING DROP PERIOD: Check this box for withdrawals during an officially designated drop period of not more than 30 days. Do not use this box for withdrawals after the drop period or more than 30 days after the start of the term, whichever is earlier.

WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADE ASSIGNED: A nonpunitive grade is any grade not used to compute graduation requirements. A nonpunitive grade is the equivalent of an audited course for purposes of advancement toward graduation. Typical examples are "W" (withdrawal) and "NC" (no credit). Complete Item 7, Mitigating Circumstances.

WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADE ASSIGNED: A punitive grade is one assigned a value when computing the requirements for graduation. A common example is an "F" grade which has a quality point value of "zero."

UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS: Check this box for failure to meet the school's standards of attendance, conduct, or progress. In Item 4A, show the last date attendance, conduct, or progress was satisfactory.

OTHER (Explain in Item 8, Remarks): Check this box for any termination reason not shown.

Item 4C - LAST DATE CREDIT ACCRUED (For NCD Only): For NCD programs operating on a term, block, or unit basis, enter the last date the student accrued credit toward graduation.

Item 5B - TYPE OF ADJUSTMENT:

INCREASE: Check this box to show an increase in credit hours, clock hours, or high school units.

REDUCTION (NONCOLLEGE): Check this box for reduction in noncollege degree (NCD) courses. EXCEPTION: Check the most applicable of the "REDUCTION" boxes which follow if: (a) The NCD instruction operates on a term, block, or unit basis, and; (b)The student must repeat the entire term, block, or unit (no credit accrued for work completed) due to the withdrawal. If the exception applies, show the last date student accrued credit toward graduation in Item 8, "Remarks."

If the exception applies, report in Item 7, Remarks, the first date from which no credit accrued toward graduation.

REDUCTION DURING DROP PERIOD: Check this box for reductions during an officially designated drop-add period of not more than 30 days.

REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADE ASSIGNED: See Instruction Item 4B for a definition of "nonpunitive." Complete Item 7, Mitigating Circumstances.

REDUCTION AFTER DROP-ADD PERIOD - PUNITIVE GRADES ASSIGNED: See Instruction Item 4B for a definition of "punitive."

STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES: Check this box if a student completed a term but received nonpunitive grades for one or more courses. EXAMPLE: A student completes 12 credits and received nonpunitive "W" grades for 6 credits. Enter the last day of the term in Item 5B. Enter 12 in Item 5C and 6 in Item 5D.

OTHER (Explain in Item 8, Remarks): Check this box for any adjustment type not shown. EXAMPLES: (a) Incomplete "I" grade(s) not converted to credit grade(s) within one calendar year, or (b) Incomplete "I" grade converted to credit grade(s) or to punitive, failing grade(s).

Items 5C and 5D - CREDIT HOURS:

Show a breakdown of credit hours as shown on VA Form 22-1999, Enrollment Certification, if necessary. If the student is taking noncredit, remedial, or deficiency courses, or open circuit television courses, show these hours in addition to the credit hours.

EXAMPLE:

Before Adjustment	After Adjustment
6 credit hours	3 credit hours
+	+
3 deficiency hours	3 deficiency hours

Item 6 - CHARGES FOR PERIOD OF ENROLLMENT: Complete this item when required. EXAMPLE: A student starts a term at full time but reduces to less than half time in the third week. Report the beginning and ending dates of the term in Item 6A. Report the customary charges for the ADJUSTED load only in Item 6B.

Item 7 - MITIGATING CIRCUMSTANCES: These are unavoidable or unexpected events that directly interfere with a student's pursuit of a course and are beyond his/her control. Students must submit corroborative evidence to substantiate their reasons for being unable to complete a course or courses, or receiving a nonpunitive grade.

Item 8 - REMARKS: Use this space to provide any needed clarifi- cation. It is important to clarify the student's status for terms after the one in which a chnage occured. EXAMPLE: A student certified for the entire school year with draws during the fall term. If the student is still enrolled for the spring term, enter that information in Item 8, "Remarks."

Item 9C - NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include facility code): Enter the complete name and address of the school or training establishment and the facility code. Facility codes contain 8 character identifiers assigned to each school or training establishment. If you do not know your code, contact the Education Liaison Representative at the nearest VA regional office. Entering the facility code will help VA to be sure that your school is properly shown in the student's record.