



### MITIGATING CIRCUMSTANCE FORM

Satisfactory Progress Statement:

A student withdrawing after the last day to receive a "W" grade for the course, can only receive a "W" grade if mitigating circumstances exist AND the student is passing the course. The curricular division chairman signs the form for students in his/her area; counselors sign forms for non-curricular students. Please indicate with a "W" if mitigating and student is passing; put an "F" if student is failing or if withdrawal is not mitigating. Faculty should sign in the space beside grade. NOTE: Withdrawing from a course(s) can have a negative impact on the status of your financial aid.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student ID number or SS#

Mitigating		Division Chair/Counselor Signature		Date
Course	Put "W" here if Passing	Put "F" here if Not Passing	Faculty Signature	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

- CHECK REASON(S)
- \_\_\_\_\_ 1. Personal Illness.
  - \_\_\_\_\_ 2. Illness or death in family.
  - \_\_\_\_\_ 3. Geographic transfer or a change in the hours or the conditions of employment.
  - \_\_\_\_\_ 4. Financial emergency of the student.
  - \_\_\_\_\_ 5. Active duty military service, including active duty for training.
  - \_\_\_\_\_ 6. Other (Please explain) \_\_\_\_\_

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