

# 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

<u>Course</u>	<u>Put "W" here if Passing</u>	<u>Put "F" here if Not Passing</u>	<u>Faculty Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 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) \_\_\_\_\_  
\_\_\_\_\_