

## Mitigating Circumstances Form

Satisfactory Progress Statement:

After the ninth week of the semester (or sixty percent of Summer Session or special session courses), a "W" can be assigned only if mitigating circumstances exist AND the student is passing the course. The curricula division dean signs the form for students in his/her area; counselors sign forms for non-curricular students. Indicate 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 space beside grade.

Student's Name	SS#	Mitigating	Dean/Counselor Signature	Date
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Course	Put "W" here if passing	Put "F" here if not passing	Faculty Signature	Last Date of Attendance
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**CHECK REASONS:**

1. Personal illness
2. Illness or death in the 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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