

**Dorothy F. Schmidt College of Arts & Letters
Late Withdrawal - Instructor's Memorandum**

To the Instructor of Record:

The College of Arts and Letters requires your immediate attention to assist us regarding a late withdrawal petition for the course indicated below. The information being requested is factual and is not an indication of support for the student's petition. **This form must NOT be returned directly to the student.**

Instructors are required to submit this information to Student Academic Services (Boca Campus AH 213 or Davie Campus DW 303F) within 7-10 days of receipt from the student petitioning. It can be submitted via campus mail, fax (561-297-2413) or email (alpetition@fau.edu).

To be completed by the student:

Last Name: _____ First Name: _____

Student Number: Z _____

Course Information:

I was enrolled in _____ CRN: _____
(Course Prefix, Number & Section – EX: ANT 2000-001)

in the (check one): Spring Summer Fall of 20_____.

For Instructor/Department Chair Use Only:

Attendance

Did the student ever attend the class at all during the term in question? Yes No

If the student attended your class, what is the last date of confirmed attendance that can be documented?

What is the document of proof? _____

Where is the documentation located? _____

Grade Status

The student's overall grade at the last day to withdrawal for the term in question was: _____.

As of today the student's grade is: _____.

Did the student take the final exam or complete the final paper/project for the class: Yes No

Instructor Name (print) _____ Instructor Signature _____

Instructor Department _____ Date _____

Phone _____ E-mail _____

Optional Comments (attach a letter if necessary)