



# FLORIDA ATLANTIC UNIVERSITY

## Instructor Memorandum – Late Withdrawal Petition

**To the student:** Complete the first section of this form, provide a personal statement with your request and reasons, along with any supporting documentation, and then contact your instructor asking that they complete the second section. The instructor will return the packet to you in a sealed envelope. Then deliver the sealed envelope to your academic advisor.

1. Student Name: \_\_\_\_\_ Student #: Z\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Course prefix and number: \_\_\_\_\_ Title: \_\_\_\_\_ Semester: \_\_\_\_\_

**To the instructor:** Please assist the College for Design & Social Inquiry with our decision on this student’s request by supplying the information below. You are free to add a letter to this if you wish. Please return the packet to the student in a sealed envelope. (Do not feel pressured to complete the form in the student’s presence)

### 2. Attendance

I do \_\_\_ do not \_\_\_ take attendance. Is attendance part of the grade? Yes \_\_\_ No \_\_\_

If possible, please provide a sense of the student’s attendance pattern. Was the student’s attendance:

\_\_\_ Regular      \_\_\_ Sporadic      \_\_\_ Rare      Until approximately what date \_\_\_\_\_

\_\_\_ to my knowledge the student never attended. (If so, you do not need to complete the rest of the form, but please sign the bottom).

### Assignments/Quizzes/Tests

Please answer the following if applicable:

\_\_\_ # of assignments/papers required as of today      \_\_\_ # student has successfully completed

\_\_\_ # of quizzes administered as of today      \_\_\_ # student has successfully completed

\_\_\_ # of tests administered as of today      \_\_\_ # student has successfully completed

### Overall Grade

What was the student’s overall letter grade as of the last day to withdrawal? \_\_\_\_\_

What is the student’s overall letter grade as of this date? \_\_\_\_\_

over

**College for Design & Social Inquiry Advising Center**

Boca Raton 561.297.2316 · Fort Lauderdale 954.762.5158

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\*Please indicate whether you do or do not support the student’s petition for a late withdrawal from this course. In making your final determination, it would be extremely helpful if you would add comments to clarify your recommendation.

\_\_\_\_\_ I do approve the student’s late withdrawal \_\_\_\_\_ I do not approve the student’s petition for a late withdrawal

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Name (print) \_\_\_\_\_ Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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