



FLORIDA ATLANTIC UNIVERSITY

Instructor Memorandum

To the student: Complete the first part of this form and contact your instructor requesting that they fill out the second part. Return the form to the advisor at the Boca Raton or Davie campuses along with all required documentation.

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

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

Course prefix and number: \_\_\_\_\_ Sequence #: \_\_\_\_\_ Title: \_\_\_\_\_

To the instructor: Please assist the College of Architecture, Urban and Public Affairs 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. This form may be returned to the student for submission to the advising office.

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 as of today \_\_\_ # student has completed

\_\_\_ # of quizzes/tests as of today \_\_\_ # student has completed

Overall Grade

What is the student's overall grade as of the mid-term (last day to withdraw)? \_\_\_\_\_

What is the student's overall grade as of today? \_\_\_\_\_

Additional Comments (Please include whether or not you support the student's petition and any thoughts you have on the petition)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

College of Architecture, Urban and Public Affairs Advising Center

Boca Raton 561.297.2316 · Fort Lauderdale 954-762-5158

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