Instructor Memorandum – Late Withdrawal Petition

PART 1: To the student: Complete Part 1 of this form and ask your instructor to complete the second part and return it to you in a sealed, signed envelope. Then deliver the envelope to your academic advisor along with ALL required documentation.

Student Name: ____________________________________________  Student #:  Z________________________

Email: ____________________________________________________  Phone: ________________________________

Course prefix and number: __________  Title: ___________________________________________________  Semester: ______________

PART 2: To the instructor: Please assist the college with deciding this student’s request for late withdrawal by supplying the information below. You may also wish to add a supplemental letter. Please return this form to the student in a sealed, signed envelope. (Do not feel pressured to complete the form in the student’s presence).

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
Student’s overall letter grade as of the last day to withdraw: _____  Student’s overall letter grade as of this date: _____

*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 support the student’s late withdrawal  _______ I do not support the student’s petition for a late withdrawal

Comments____________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Instructor Name (print) _______________________________________  Instructor Signature ______________________

Date _______________  Phone _____________________________  Email ______________________________________