



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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