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
*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 _________________________________________