



FLORIDA ATLANTIC UNIVERSITY

College for Design & Social Inquiry - Advising Center

Boca Raton 561.297.2316 • Fort Lauderdale 954.762.5158

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 _____