



Late Withdrawal/Drop Request Form - Freshman Academic Advising Services

Course Instructor Documentation

To be completed by the student:

Student Name: _____

Z#: _____

FAU Email: _____

Phone: _____

Course: (Prefix, Number, CRN and/or Section & Title): _____

To be completed by the Instructor:

Please assist the Freshman Academic Advising Services Office with our determination of this petition for late drop/withdrawal by responding to the information requested below to the best of your ability.

Attendance:

I [do] _____, [do not] _____ take attendance.

As best as you can recall, would you describe the student's class attendance as:

Regular _____

Sporadic _____

Rare _____

Student never attended this class _____

I cannot answer this question _____

Class Assignments, Quizzes or Exams:

Did student turn class/homework assignments in when due? Yes _____ No _____

Were class/homework assignments complete/well executed? Yes _____ No _____

of Quizzes given in this class _____. # of Quizzes taken by student _____. Quiz grades _____.

of Exams given in class _____. # of Exams taken by student _____. Exam grades _____.

(turn over)

In your opinion, was the student provided with adequate evaluative feedback, prior to the last day to withdraw w/o receiving an "F", to make an informed decision as to whether he/she should drop/withdraw from the course? Yes _____ No _____

Were you ever approached by the student to discuss his/her performance in the class?
Yes _____ No _____

If you wish to provide additional comments, please do so here:

Instructor Signature _____ Date: _____

Instructor Name (print): _____

Instructor Department: _____ Phone: _____

FAU Email: _____

Thank You

**Please return this form via interoffice mail to:
Freshman Academic Advising Services, SU 201
ATTN: Deborah "Mikki" Minney
or by fax
(561) 297-3132**