FAU
STUDENT ACADEMIC SERVICES
College of Business
Florida Atlantic University

# Form 4
# Instructor's Memorandum

**Note To the Instructor:**

- Please assist the College of Business with our decision regarding this late withdraw petition by supplying the necessary information requested in this document.
- Should you desire to provide additional information, please attach such documentation to this form.
- Please submit petition to Student Academic Services via e-mail to COBAdvising@fau.edu.

**This document should not be returned to the student.**

Student Info:
Last Name: _____ First Name: _____ Student Number: Z# _____

Is/was enrolled in my course _____ during the _____ semester in 20_____.
(Course Prefix, Number & Section – example: ACG 2021-001) (spring, summer or fall)

**Attendance**

I ☐ [do] ☐ [do not] take attendance. Is attendance calculated as part of the grade? ◯ Yes ◯ No

If possible, please provide a sense of the student's attendance pattern, was the student's attendance:

Regular (until approximately what date) _____.

Sporadic (until approximately what date) _____.

Rare (until approximately what date) _____.

**Class Assignments, Quizzes, or Lab Assignments**

If you assign homework or have quizzes, please provide the following:

_____# of class assignments/papers _____# completed _____average grade.

_____# of quizzes _____# completed _____average grade.

**Tests and Writing Assignments**

_____# of exams given as of today. _____# of exams taken by student. _____# current grade on exams (average.)

The student's overall grade at the mid-term (last day to withdraw) was _____. As of today, the student's grade is _____.

Did the student take the final exam or complete the final paper/project for the class: ◯ Yes ◉ No

**Additional comments** (Please include your thoughts on the student's request.)

_____

_____

_____

_____

_____

Instructor Name (print) _____ Instructor Signature _____

Instructor Department _____ Date _____ Phone _____

E-mail _____ ☐ Check here if you wish to be notified by email of the decision.