



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 for you to include with the other required paperwork or submit it directly to your advisor.

Student Name: _____ Student #: Z _____

Email: _____ Phone: _____

Course prefix and number: _____ Title: _____ Semester: _____

To the instructor: Please assist the College of Social Work and Criminal Justice 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 or email directly to the student's advisor. (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, they never attended.*

Assignments/Quizzes/Tests

Please answer the following if applicable:

*NOTE: If checked, please skip remainder of form and sign at bottom.

___ # 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? _____

Please indicate your decision below regarding the student's petition for a late withdrawal and include any comments that clarify your selection.

_____ 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 _____

College of Social Work & Criminal Justice - Advising Services

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