

## 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: Boca Campus (Fleming West 102), Davie Campus (Liberal Arts 444), fax to 561-297-3978, or e-mail to [COBAdvising@fau.edu](mailto: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.)

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Instructor Name (print) \_\_\_\_\_ Instructor Signature \_\_\_\_\_

Instructor Department \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

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