

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: Undergraduate students should submit petition to either the Boca Campus (Fleming West 102) or the Davie Campus (Liberal Arts 444) or by fax: 561-297-3978.

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.