



COLLEGE OF SOCIAL WORK AND CRIMINAL JUSTICE

Florida Atlantic University

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 Instructor Memorandum directly to swcjadvising@fau.edu.

1. 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 may include a letter in addition if you wish. Please forward this form directly to the student’s advisor or swcjadvising@fau.edu if an advisor contact was not provided by the student. Some of the following information is used for reporting to the Federal government, so please complete all sections.

2. Academic Activity

I do \_\_\_ do not \_\_\_ take attendance. Is attendance part of the grade? Yes \_\_\_ No \_\_\_

If possible, please provide a sense of the student’s pattern of academic activity. Was it:

\_\_\_ Regular \_\_\_ Sporadic \_\_\_ Rare Until approximately what date \_\_\_\_\_

\_\_\_ to my knowledge the student never attended/participated. (If so, you do not need to complete the rest of the form, but please sign the bottom).

What was the student’s last day of academic related activity? \_\_\_\_\_

Assignments/Quizzes/Tests

Please answer the following if applicable:

\_\_\_ # 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

College of Social Work & Criminal Justice - Advising Services

Boca Raton (561) 297-2316 • Davie (954) 236-1167

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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 whether you do or do not support the student's petition for a late withdrawal from this course. In making your final determination, it would be extremely helpful if you would add comments to clarify your recommendation.**

\_\_\_\_\_ 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 \_\_\_\_\_

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