

## NOTICE OF PETITION/REQUEST FOR INSTRUCTOR REMARKS

This form **must** accompany a student's petition for a waiver of the deadline to withdraw, to add or register, or to change the grading status (audit, pass/fail, letter-grade) in a course. **It is the student's responsibility to request instructor remarks.** The student can return this form with his/her petition, or the instructor may return it by campus mail to: Admissions and Appeals Committee, A&S Dean's Office, Gardiner Hall, 2<sup>nd</sup> floor.

### TO BE COMPLETED BY STUDENT

STUDENT NAME: \_\_\_\_\_ Student ID#: \_\_\_\_\_

COURSE Dept (i.e.: Biol) \_\_\_\_\_ Course # \_\_\_\_\_ Section# \_\_\_\_\_ TERM: \_\_\_\_\_

Request for a waiver of deadline to: (check one)

ADD as: (Circle one)      Grade      Pass/Fail      Audit

WITHDRAW     CHANGE TO AUDIT     CHANGE TO PASS/FAIL     CHANGE TO LETTER-GRADE

INSTRUCTOR'S NAME (instructors do not sign here): \_\_\_\_\_ DATE: \_\_\_\_\_

Student's signature \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

### IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN INSTRUCTOR'S REMARKS

### TO BE COMPLETED BY INSTRUCTOR

The student named above has submitted a petition to the College of Arts & Sciences, Admissions and Appeals Committee for a waiver of the deadline specified above. Your input is essential for the committee's deliberations. Please complete the appropriate sections below (mandatory) and provide any additional comments or recommendations.

**NOTE:** *This form will be made part of the student's record in the Advising Center.*

You may also email your comments to [asappeal@louisville.edu](mailto:asappeal@louisville.edu).

#### LATE ADD/REGISTRATION

1. When did the student start attending your class? \_\_\_\_\_
2. Has the student made arrangements with you to make up any work missed? \_\_\_\_\_

#### LATE WITHDRAWAL, CHANGE TO/FROM AUDIT AND PASS/FAIL

1. When did the student stop attending your course? \_\_\_\_\_
2. Did the student take any exams/quizzes? \_\_\_\_\_
3. On what date was the first grade returned to the student? \_\_\_\_\_
4. When did the student *LAST* take an exam/quiz or turn in any other assignments? \_\_\_\_\_
5. What is the student's grade in your course, or what was it when he/she stopped attending? \_\_\_\_\_
6. When did the student first approach you about this petition? \_\_\_\_\_

Comments on the requested action (Your recommendation is requested but not required. If you need more room, please use the back of the form.):

Thank you for your prompt assistance with this matter.

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_ 01/02/07 co updated