

NOTICE OF PETITION/REQUEST FOR INSTRUCTOR REMARKS--GRADUATE

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: Graduate Affairs, A&S Dean's Office.

TO BE COMPLETED BY STUDENT

STUDENT NAME: _____ Student ID#: _____

COURSE Dept (e.g.: Biol) _____ COURSE # _____ SECTION# _____ TERM: _____

REQUEST FOR A WAIVER OF DEADLINE TO: (choose an option for ADD, CHANGE, or WITHDRAW)

ADD as letter-grade

ADD as pass/fail

ADD as audit

CHANGE to letter-grade

CHANGE to pass/fail

CHANGE to audit

WITHDRAW

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

STUDENT'S SIGNATURE _____ EMAIL: _____ @ _____

TO BE COMPLETED BY INSTRUCTOR

The student named above has submitted a petition to the College of Arts & Sciences for a waiver of the deadline specified above. 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 Graduate Education Office.* You may also email your comments to asgrad@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?

3. If applicable, what is the student's current grade? _____

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

1. When did the student stop attending your course?

2. Did the student submit any graded work?

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 _____