

Notice of Petition – Instructor Remarks

Dear Course Instructor,

The attached form is being sent to you because a College of Education & Human Development student in your current, or former, course has requested “academic forgiveness” or a “complete late withdrawal.” Your input is essential for the review process. Please complete the instructor section below and submit to: <https://louisville.edu/education/cehd-academic-forms>. For questions, please contact Andrew Hovekamp at: andrew.hovekamp@louisville.edu.

To be completed by the student:

Student Name: Student ID #:

Student is petitioning for: Academic Forgiveness: Complete Late Withdrawal:

Course Department: Course #: Section:

Semester enrolled in the course (ex. S’19, U’19, F’19):

Course Instructor:

To be completed by the instructor:

1. Did the student attend your course?

YES NO (if NO, please skip to question #6)

2. Did the student make arrangements with you to make up any work missed?

YES NO

3. When did the student stop attending your course?

4. Did the student take any exams / quizzes?

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?

Additional comments, if needed:

Instructor’s Signature: _____

Date: _____