

## 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 Advising Office, Gardiner Hall, 1st floor. You may also email the form to the professor. If you need assistance contacting the professor, contact the department the course was taught in. 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. You may email your comments to [asappeal@louisville.edu](mailto:asappeal@louisville.edu)

**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 \_\_\_\_\_ 11/11/2011 cj