

# Request for Instructor Remarks

This form **must** accompany a student's petition for a waiver of the deadline to withdraw, 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.**

Students - fill out, sign and provide this form to the instructor via email or in person. You may find the instructor's office or contact information in the department in which the course was taught. The student or instructor may return this form with your petition by campus mail to:

Admissions and Appeals Committee  
A&S Advising Office  
Gardiner Hall  
1st floor

TO BE COMPLETED BY THE STUDENT

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

COURSE (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: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ EMAIL: \_\_\_\_\_

TO BE COMPLETED BY THE 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.

LATE ADD/REGISTRATION

When did the student start attending your class?

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Has the student made arrangements with you to make up any work missed?

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

When did the student stop attending your course?

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Did the student take any exams/quizzes?

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On what date was the first grade returned to the student?

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When did the student *LAST* take an exam/quiz or turn in any other assignments?

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What is the student’s grade in your course, or what was it when he/she stopped attending?

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When did the student first approach you about this petition?

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Comments on the requested action and your recommendation (requested but not required). If you need more room, please attach a page to this form.

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Thank you for your prompt assistance with this matter.

INSTRUCTOR’S SIGNATURE \_\_\_\_\_ EMAIL: \_\_\_\_\_