



LATE DROP PETITION • COURSE INSTRUCTOR FEEDBACK REPORT

Student: Fill out the top part of this form; then ask instructor to fill out the rest. Forward the completed form to the FAA Office of Undergraduate Academic Affairs.

Name _____ UIN _____ Date _____

Course Name _____ Number and Section _____

Instructor: Your evaluation will aid the college in determining whether the student's request for late drop will be granted. Please complete this form and return it to the student.

Has student conferred with you outside class concerning his/her work? _____yes _____no

Percentage semester's work completed _____%

Estimated grade _____A _____B _____C _____D _____F _____unable to estimate

Date first major student evaluation returned _____

Attendance _____regular _____irregular _____unable to estimate

Participation _____regular _____irregular _____unable to estimate

Comments:

Instructor's Name (printed) _____ Date _____

Instructor's Signature _____ Date _____

Only in the case of **extenuating circumstances*** will withdrawal be permitted after:

- a) the first eight weeks of a fall or spring semester course
- b) the first four weeks of an eight-week course
- c) the midpoint of the summer terms

If approved, a **W** (signifying late withdrawal) will remain on your record. Both parts of this petition must be filled out completely and submitted to the FAA Office of Undergraduate Academic Affairs for your petition to be considered.

It is the student's responsibility to do the following:

- Ask instructor to fill out the bottom of the form.
- Check on the implications regarding your eligibility for financial aid, housing, visa status, sports participation, student employment, and any other activities.
- Attend class while this petition is under review. The college will notify you by email when it has made a decision. **Do NOT stop going to class.**
- On this sheet, present as complete and honest a representation of your situation as possible. Discuss why you did not drop the course before the deadline. Explain your reasons for dropping this course and not others. Provide documentation of any **extenuating circumstances.***

***Examples of Documentation of Extenuating Circumstances**

- Documentation from McKinley Health Center or other healthcare professionals verifying illness or injury with relevant dates
- Documentation on letterhead from a counselor you have visited
- Documentation on letterhead from your employer with dates of employment and relevant work schedule
- Family illness, death, divorce, etc. supported by medical or other records, obituaries, etc.