

Instructor's Documentation Form

PART 1. STUDENT INFORMATION

_____ U _____
 LAST NAME FIRST NAME M.I. USF ID NUMBER

PART 2. COURSE INFORMATION AND INSTRUCTIONS TO BE COMPLETED BY STUDENT

Step 1. Which Semester? Course Term: Year _____ Semester (select one) Fall Spring Summer A Summer B Summer C

Step 2. Which Class?

C.R.N.	PREFIX	NUMBER	SEC-TION	CREDIT HOURS	TITLE	ONLINE ONLY?	DAY(S) OF WEEK	MEETING TIME (START TO END)
							M T W R F	/

Step 3. Have your instructor complete Part 3 below.

Step 4. Complete the **ARC Petition** by following all instructions, and attach a **Personal Statement** and one **Instructor's Documentation Form per class**.

PART 3. TO BE COMPLETED BY THE INSTRUCTOR

Instructor, this student is petitioning the Academic Regulations Committee (ARC) and is requesting permission to enroll in your class or to withdraw from your class after the established registration deadline. Your cooperation in providing the following information will assist the committee in making its decision. Please answer the following questions to the best of your knowledge and return this form to the student. If you have **questions or concerns** regarding this petition, please contact the ARC representative of the college of the student's major, as listed below. Thank you for your assistance in this matter.

PLEASE CHECK A BOX BELOW

and answer all of the corresponding questions

Late Withdrawal

Late Add

1. When did the student stop attending; e.g. when was the last day of participation? (mm/dd/year or write N/A if Never Attended) _____
2. On which date was the last recorded grade assigned? (mm/dd/year) _____
3. Was the student provided any grades after the tenth week of classes?
4. What was the student's overall grade? (select one):
A B C D F S U

1. Has this student attended your class this term?
2. Will the student be able to make up missed work?
3. Does the student have your permission to add this course?

Please return this form to the student. The student is responsible for submitting it to the committee with the ARC petition.

OFFICES OF ARC REPRESENTATIVES

Arts and Sciences, DAV100, 727-873-4156
 Business, LPH415, 727-873-4005
 Education, COQ201, 727-873-4155
 Undeclared, DAV134, 727-873-4511
 Medical Withdrawal, PNM101, 727-873-4826

Instructor's Name (Printed): _____ **Instructor's Email:** _____

Instructor's Signature: _____ **Date:** ____/____/____