



### Instructor Memorandum – Late Withdrawal Petition

**To the student:** Complete the first section of this form, provide a personal statement with your request and reasons, along with any supporting documentation, and then contact your instructor asking that they complete the second section. The instructor will return the Instructor Memorandum directly to [swcjadvising@fau.edu](mailto:swcjadvising@fau.edu). \_\_\_\_\_ Semester: \_\_\_\_\_

**To the instructor:** Please assist the College of Social Work and Criminal Justice with our decision on this student's request by supplying the information below. You may include a letter in addition if you wish. Please forward this form directly to the student's advisor or [swcjadvising@fau.edu](mailto:swcjadvising@fau.edu)

if a

College of Social Work & Criminal Justice - Advising Services

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AND CRIMINAL JUSTICE

Overall Grade

What was the student's overall letter grade as of the last day to withdrawal? \_\_\_\_\_

What is the student's overall letter grade as of this date? \_\_\_\_\_

**\*Please indicate whether you do or do not support the student's petition for a late withdrawal from this course. In making your final determination, it would be extremely helpful if you would add comments to clarify your recommendation.**

\_\_\_\_\_ I **do** support the student's late withdrawal      \_\_\_\_\_ I **do not** support the student's petition for a late withdrawal

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Name (print) \_\_\_\_\_ Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ s \_\_\_\_\_ o \_\_\_\_\_

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