Instructor’s Documentation Form

PART 1. STUDENT INFORMATION – TO BE COMPLETED BY STUDENT

LAST NAME __________ FIRST NAME __________ M.I. __________ DECLARED MAJOR __________

LOCAL TELEPHONE NUMBER __________ USF ID NUMBER __________

STREET ADDRESS __________ CITY __________ STATE __________ ZIP __________

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

C.R.N. __________ PREFIX __________ NUMBER __________ SECTION __________ CREDIT __________ HOURS __________ TITLE __________ ONLINE ONLY? __________ DAY(S) OF WEEK __________

Step 1. Which term? __________ Year __________ Semester: __________

Step 2. Which class?

Step 3. Have your instructor complete Part 3 below.

Step 4. Complete the Academic Regulations Petition Form and attach a Personal Statement and one Instructor’s Documentation Form per class.

PART 3. TO BE COMPLETED BY THE INSTRUCTOR

The student identified above has submitted an Academic Regulations Committee (ARC) petition requesting permission to enroll in or 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 Academic Advising, SMC-C107. If you have questions or concerns regarding this petition, please contact Academic Advising. Thank you for your assistance in this matter.

PLEASE CHECK A BOX BELOW and answer all of the corresponding questions

[ ] Late Drop

[ ] Late Add

1. When did the student stop attending class, or for online courses, when was the last day of participation? (mm/dd/year or Never Attended) _____________________

2. On which date was the last recorded grade made available to the student? (mm/dd/year) _________________________

3. Was the student provided any grades prior to the 10th week of classes for Spring and Fall, 4th week for Summer A & B, or the 6th week for Summer C? Yes No

4. What was the student's grade at the 10th week of classes for Spring and Fall, 4th week for Summer A & B, or the 6th week for Summer C? A B C D F S U

5. What is the last recorded grade before the student stopped attending class or participating online? A B C D F S U

1. Has this student attended your class this term? (circle one) Yes No

   If yes, indicate start date ___/___/____

2. Does the student have your permission to add the course? (circle one) Yes No

PLEASE RETURN THIS FORM TO STUDENT SERVICES, SMC-C107

It is the student’s responsibility to submit the ARC petition, a personal statement, and other pertinent information to the ARC Committee.

USF Sarasota-Manatee ARC Committee
8350 N. Tamiami Trail, SMC-C107 | Sarasota, FL 34243 | 941-359-4330

Instructor’s Name (Printed): ________________________________ Instructor’s Email: ________________________________

Instructor's Signature: ________________________________ Date: _____/_____/______

rev 6/2015