

# LATE DROP PETITION INSTRUCTOR EVALUATION

## For Arts & Sciences undergraduate students only

The faculty have established a deadline for students to drop classes, which can be found on the [Office of the Registrar's website](#). Students are responsible for knowing and adhering to posted deadlines. Petition decisions will be made by the A&S Petition Review Committee, and are based upon documented extenuating circumstances. Petition decisions are final.

This completed form must be submitted with the late drop petition. Students are responsible for submitting the late drop petition, with the required documents, no later than 5:00 p.m. the last day of classes, before final exams have started.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course: Dept. Prefix: \_\_\_\_\_ Course #: \_\_\_\_\_ Lec. Section #: \_\_\_\_\_ Rec/Lab Section #: \_\_\_\_\_

**Student:** Please have the instructor complete this form.

**Instructor:** Completing this section does not indicate endorsement, nor does it guarantee approval, of a late drop. This form is a request for the attendance record and grades for work completed.

Instructor Name: \_\_\_\_\_ Instructor email: \_\_\_\_\_@colorado.edu

### Attendance and grades recorded to date for this student:

i. Student attended from this date: \_\_\_\_\_ to this date: \_\_\_\_\_ Student never attended:

a. For online courses, last date the student logged/submitted work: \_\_\_\_\_

ii. Percentage of assigned work completed to date: \_\_\_\_\_

iii. Estimate the current course grade based on work completed to date for this student:    **A**    **B**    **C**    **D**    **F**

iv. Final Exam Date and Time: \_\_\_\_\_

v. Is there any additional information about this student that you would like to share with the committee?

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Students are aware that in and of themselves the following are not sufficient reasons to drop a course after the 10 week deadline:

- a. Poor performance in class.
- b. GPA Protection.
- c. Academic standing/financial aid concerns.
- d. Failure to verify class schedule through Buff Portal.
- e. Failure to monitor waitlist position.
- f. Change of major or program that results in a course no longer being a requirement.
- g. Failure to attend/participate class on a regular basis.
- h. Failure to abide by withdrawal deadlines.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_