



LATE

Instructor's Name: _____ Date: _____

The student identified below submitted a petition to the St. Petersburg Academic Regulations Committee (ARC); the student is requesting permission to enroll in your class after the established registration deadline. By answering the following questions to the best of your knowledge, you will help to ensure that the ARC's decision serves the needs of both the student and the University. After you have answered these questions, please return this form to the student.

The student is responsible for submitting this instructor's statement, a completed ARC petition, a personal statement, and any supporting documentation to the ARC representative associated with the student's college:

Table with 6 columns: College, Representative, Room, College, Representative, Room. Rows include Arts & Sciences, Business, Education, and Lower Level.

Student's Name: _____ Phone Number: (_____) _____

USF ID Number: U _____ USF E-Mail Address: _____@_____

Course Ref. Number (CRN): _____ Course Prefix: _____ Course #: _____ Course Section #: _____

Course Title: _____

Term Offered: () Fall () Spring () Summer A () Summer B () Summer C Year Offered: _____

ATTENDANCE/PERFORMANCE (To be completed by the Instructor only)

ADD

- 1. Has this student attended your class this term? () Yes () No
2. Has the student attended your class on a regular basis? () Yes () No
3. Has the student missed any assignments? () Yes () No
4. To date, has the student earned any grades? () Yes () No
5. In your opinion, should the Committee permit this student to add your course? () Yes () No
6. Has the student already obtained your permission to add this course? () Yes () No

Comments: _____

Instructors Signature: _____ Date: _____

Instructor's Campus Extension: _____ Instructor's E-Mail Address _____