

Instructions: Students requesting a retroactive withdrawal must submit an instructor's note with their petition. Please complete the top portion of this form and submit it to the instructor of the course.

Instructor: _____

Course Title: _____ Section and Class Number: _____

Student's Last Name: _____ First Name: _____

EMPLID ID Number: _____ E-mail (print clearly): _____

Dear Professor,

The above named student is petitioning the Committee on Graduate Admissions and Standards, for a retroactive withdrawal from your course. In order to help the committee evaluate the student's petition, please answer the following questions. **Thank you in advance for your time.**

What was the student's last date of attendance?

Was the student passing the course before he/she stopped attending?

How many absences did the student have prior to his/her last date of attendance?

Do you support the student's petition for a retroactive withdrawal?

Instructor's Signature _____ Date: _____

Note: If the instructor cannot be reached, the respective chair, or graduate deputy, may complete this form to the best of his/her knowledge.