

Instructor of Record Information Form for a Petition to Withdraw from single course(s) after the 10th week*

The student listed below has submitted a petition asking to be withdrawn from your course(s). To make an appropriate decision, the Subcommittee on Petitions, Appeals and Student Designed Majors requests the following information.

Please return this completed form to the Registrar's Office **within two days of receipt**. You may:

- Send a scanned copy of the completed form to grades-cas@lclark.edu. This *must* be sent via your Lewis & Clark email account; or
- Deliver the completed form in person. Please do NOT send the form through Campus Mail as it is time sensitive.

Student Name _____ LC ID# _____

Semester (Example: Fall 2018) _____

Course section _____ Instructor: _____

What was the student's last date of attendance? _____

If you do not have an exact date, please record your best estimate.

Has attendance been regular? ☐ Yes ☐ No

When did the student first speak to you about withdrawing or being unable to finish the course?

- ☐ Before the 10th week of the semester
- ☐ After the 10th week of the semester
- ☐ The student did not speak to me about withdrawing or being unable to finish the course

Was the student's midterm grade below a C? ☐ Yes ☐ No

If so, did you communicate to the student that the student's performance was below average prior to the 10th week of the semester? ☐ Yes ☐ No

Does the student have outstanding, past due assignments?

- ☐ Yes ☐ No

For the course itself (not the individual student) what is the percentage of material already graded to date? _____ %

Student's performance to date:

Instructor's signature _____

Date _____

Instructor's printed name _____

** Deadline is earlier in the summer semester – see Academic Calendar for dates*