



SARASOTA  
MANATEE

Undergraduate Academic  
Regulations Committee (ARC)

# Instructor's Documentation Form

## PART 1. STUDENT INFORMATION – TO BE COMPLETED BY STUDENT

LAST NAME	FIRST NAME	M.I.	DECLARED MAJOR
( )	U		
LOCAL TELEPHONE NUMBER	USF ID NUMBER		USF E-MAIL ADDRESS
STREET ADDRESS			
CITY	STATE	ZIP	

**INCOMPLETE PETITIONS  
WILL NOT BE PROCESSED**

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

**Step 1.** Which term? Year \_\_\_\_\_ Semester: \_\_\_\_\_

**Step 2.** Which class?

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

**Step 3.** Have your instructor complete **Part 3** below. It is the student's responsibility to submit the ARC petition, a personal statement, and other pertinent information to the ARC Committee.

**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 the student or Academic Advising, SMC-C107. **If you have questions or concerns** regarding this petition, please contact Academic Advising.

**PLEASE CHECK A BOX BELOW**  
**AND ANSWER ALL OF THE CORRESPONDING QUESTIONS**

**Late Drop**

**Late Add**

- When did the student stop attending class, or for online courses, when was the last day of participation? (mm/dd/year or Never Attended) \_\_\_\_\_
- On which date was the last recorded grade made available to the student? (mm/dd/year) \_\_\_\_\_
- 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
- 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
- What is the last recorded grade before the student stopped attending class or participating online? A B C D F S U

- Has this student attended your class this term?  
(circle one) No Yes, start date \_\_\_\_\_
- Has the student submitted assignments for this course?  
(circle one) No Yes
- If added, will the student be afforded opportunities to catch up in the course?  
(circle one) No Yes
- Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor's Name (Printed): \_\_\_\_\_

Instructor's Email: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_