

<input type="checkbox"/> PTA	<input type="checkbox"/> ARC	<input type="checkbox"/> EV
<input type="checkbox"/> DA	<input type="checkbox"/> AC	

Instructor's Documentation Form

PART 1. STUDENT INFORMATION

LAST NAME _____ FIRST NAME _____ M.I. _____ U _____ USF ID NUMBER _____

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

Step 1. Which Semester? Course Term: Year _____ Semester (please circle) Fall Spring Summer A Summer B Summer C

Step 2. Which Class?

C.R.N.	PREFIX	NUMBER	SEC-TION	CREDIT HOURS	TITLE	ONLINE ONLY?	DAY(S) OF WEEK	MEETING TIME (START TO END)
						Y / N	M Tu W Th F	/

Step 3. Have your instructor complete Part 3 below.

Step 4. Complete the ARC Late Drop / Add Petition by following all instructions, 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. If you have **questions or concerns** regarding this petition, please contact the ARC representative of the college of the student's major, as listed below. Thank you for your assistance in this matter.

PLEASE CHECK A BOX BELOW

and answer all of the corresponding questions

Late Drop

Late Add

<ol style="list-style-type: none"> 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 tenth week of classes? (please circle) Yes / No What was the student's grade at the tenth week of classes? (please circle): A B C D F S U
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<ol style="list-style-type: none"> Has this student attended your class this term? (please circle) Yes / No Does the student have your permission to add the course? (please circle) Yes / No

Please remember to return this form to the student! It is the student's responsibility to submit the Instructor's Documentation Form with the ARC petition, a personal statement, and other pertinent information to the ARC representative of the student's major, as listed below.

OFFICES OF UNDERGRADUATE ARC REPRESENTATIVES

Arts and Sciences, BEH 201, 813-974-6957	The Arts, FAH 120, 813-974-3660	Counseling Center, SVC2124, 813-974-9403
Business, BSN2102, 813-974-4290	Behavioral & Community Science, MHC 1143, 813-974-8441	Sarasota Campus, SMC C-107, 941-359-4330
Education, EDU106, 813-974-2979	Engineering, ENC1302, 813-974-2684	St. Petersburg Campus, DAV134, 727-873-1511
Medicine, MDF5114, 813-974-2833	Nursing, MDA1002, 813-974-2191	Honors College, ALN241, 813-974-3087
Public Health, COPH 1039, 813-974-4633	Undeclared/Non-degree Seeking, SVC2043, 813-974-2645	

Instructor's Name (Printed): _____

Instructor's Email: _____

Instructor's Signature: _____

Date: ____ / ____ / ____