INSTRUCTOR’S FEEDBACK FORM

STUDENT’S APPEAL TO DROP AFTER THE DEADLINE FOR NON-ACADEMIC REASONS

DROPPING A COURSE OR COURSES  (from the General Information catalog) After the midsemester deadline for dropping courses in a long session semester, an undergraduate may not drop a course except with the approval of his or her dean and then only for urgent and substantiated, non-academic reasons....International students must obtain written permission from the International Office, in addition to other required approvals, to drop a course.

INSTRUCTIONS TO THE PROFESSOR

This student is petitioning to drop a course after the deadline for the current semester

To do so, he or she must be able to present a compelling, non-academic reason. We are asking you to provide information to assist us in evaluating this student’s academic standing in your class. If this petition is approved, the student will be dropped with no academic penalty.

Please respond to each question on the back, sign the form, and return it through campus mail or by fax to the Dean’s office in the College of Education no later than the last class day of the semester (see campus address and fax number at top). If you have any questions, please do not hesitate to call an advisor at the number above.

Student: ____________________________________________

UT EID: __________________________ Date: ______________________

Course #: __________________________ Unique #: __________________

WE DO APPRECIATE YOUR ASSISTANCE IN THIS MATTER.
THIS FORM MUST BE RETURNED THROUGH THE CAMPUS MAIL OR FAXED NO LATER THAN THE LAST CLASS DAY OF THE SEMESTER (SEE CAMPUS ADDRESS AND FAX NUMBER AT TOP).
THANK YOU FOR YOUR PROMPTNESS IN RETURNING THIS FORM.

CONTINUE ——>
1. Class Attendance

___ This student has attended my class all semester.
___ This student has never attended my class.
___ This student last attended my class on __________________________.
___ Class attendance is not taken.
___ Other (please explain):

2. Has the student completed all assignments and/or taken exams scheduled to this point?

3. If the student's performance has been erratic or unsatisfactory, when did the problems begin?

4. Has the student communicated with you about problems affecting school?

5. Did this student approach you about Q dropping before the Q/F drop deadline?

6. What letter grade would you assign to the student at this time? _____________

7. Comments:

SIGNED: ____________________________________________ ______________________

__________________________________________________________

INSTRUCTOR'S NAME PRINTED

__________________________________________________________

E-MAIL ADDRESS

__________________________________________________________

MAILING ADDRESS

__________________________________________________________

PHONE NUMBER