

**College Petition**  
**Instructor Recommendation**  
Extra Drop Petition for the Current Semester:  

Name of Student \_\_\_\_\_

UFID # \_\_\_\_\_

Course Prefix & Number \_\_\_\_\_

**STUDENTS**

- It is your responsibility to take this form to your instructor and ask them to complete it.
- This form must be submitted within your petition in order for the committee to consider your request.
- Form can be submitted from the instructor or by the student as a part of a complete college petition to the [Petitions Dropbox](#).

**COURSE INSTRUCTOR**

This student is petitioning the college for an additional drop for the current semester. The student is expected to submit this form to the petitions committee, along with a personal statement and documentation attesting to an extenuating circumstance that is impeding the student from completing the course satisfactorily. The information you provide will be very helpful in the review of this request. Please fill out whichever fields apply.

Grades during the term (please include dates or attach a syllabus):

Exams: \_\_\_\_\_

Quizzes: \_\_\_\_\_

Other assignments: \_\_\_\_\_

Attendance (if you do not take attendance, please give your best estimate):

\_\_\_ attended regularly; \_\_\_ attended 75% of classes; \_\_\_ attended 50%; \_\_\_ attended 25%; \_\_\_ never attended

Other (please explain): \_\_\_\_\_

Conferences

Has the student met with you regarding issues impacting the student's performance in the class?

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
**Instructor Name, printed**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Campus Address**

\_\_\_\_\_  
**Phone number**

Please return this form to the student or submit it directly to the [Petitions Dropbox](#). Completed petitions are due Thursdays by 3:00 p.m. and are reviewed by the committee weekly on Friday mornings. Students are expected to honor the corresponding drop deadline for each semester. Additional meetings will occur on drop deadlines. See <https://www.advising.ufl.edu/resources/forms/college-petition-form/> for more details.