

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.

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 for submission. If you would prefer to submit yourself, you may email the form to CLASpetitions@advising.ufl.edu.

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/college-petition/> for more details.