

ACADEMIC REGULATIONS COMMITTEE
INSTRUCTOR'S STATEMENT
(LATE ADD OR LATE REGISTRATION)

Instructor's Name: _____ Date: _____

Department: _____

The student identified below has submitted an **Academic Regulations Committee (ARC)** petition requesting permission to enroll in your class after the established registration deadline. Your cooperation in providing the following information is vital in assuring that the committee's decision serves the needs of both the university and the student. Please answer these questions to the best of your knowledge and return this form to the student.

It is the student's responsibility to submit the INSTRUCTOR'S STATEMENT with the ARC petition, a personal statement and other pertinent information to the ARC representative of the student's major:

Arts & Sciences: Ms. Kim Williams, BEH 201
Business Administration: Ms. Jackie Nelson, BSN 1406
Education: Dr. Paulette Walker, EDU 106
Engineering: Ms. Kate Johnson, ENC 1302
Visual & Performing Arts: Ms. Carol Kerrigan, FAH 120

Nursing: Ms. Michelle Jenkins, MDC 22
Center for Academic Advising (Undeclared & Undergraduate
Non-Degree): Ms. Julie Carr, SVC 2011
Honors: Ms. Celeste Lazzara, FAO 274
Undergraduate Studies: Mr. Jerry Collins, SVC 2002

Student's Name: _____ Phone Number: _____

Student ID Number: _____ E-Mail Address: _____

Course Ref. # _____ Course Prefix: _____ Course # _____ Course Section # _____

Course Title: _____

Term Offered: Fall Spring Summer "A" Summer "B" Summer "C" Year Offered: _____

ATTENDANCE/PERFORMANCE – ARC requires this section to be completed by the Instructor only.

1. Has this student attended your class this term? Yes No
If yes, first day of attendance was _____
2. Has attendance been on a regular basis? Yes No
3. Has the student missed any assignments? Yes No
If so, has the student made arrangements with you to make up the assignments? Yes No
4. Has the student earned any grades to date? Yes No
If so, are the grades passing? Yes No

Late/Retroactive Add or Reinstatement Instructor Recommendation

1. In your opinion, should the committee permit this student to add your course? Yes No
2. Has the student already obtained your permission to add this course? Yes No

Comments: _____

Instructor Signature: _____ Date: _____

Campus Extension: _____ E-mail Address: _____