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:  ο Fall  ο Spring  ο Summer “A”  ο Summer “B”  ο 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?  ο Yes  ο No
   If yes, first day of attendance was __________________

2. Has attendance been on a regular basis?  ο Yes  ο No

3. Has the student missed any assignments?  ο Yes  ο No
   If so, has the student made arrangements with you to make up the assignments?  ο Yes  ο No

4. Has the student earned any grades to date?  ο Yes  ο No
   If so, are the grades passing?  ο Yes  ο No

Late/Retroactive Add or Reinstatement Instructor Recommendation

1. In your opinion, should the committee permit this student to add your course?  ο Yes  ο No

2. Has the student already obtained your permission to add this course?  ο Yes  ο No

Comments: __________________________________________________________
__________________________________________________________
__________________________________________________________

Instructor Signature: ___________________________ Date: ___________________________

Campus Extension: _______________ E-mail Address: _______________________________