ACADEMIC STATUS FORM

PART A: To be completed by student:

An enrollment adjustment after posted semester deadlines is an exception to University policy. Please complete Part A and submit the form to the instructor of the course you are attempting to add or withdraw. Complete one form for each course you are requesting an enrollment adjustment.

NAME: ___________________________ G#: ___________________________

COURSE/CRN#: ___________________ SEMESTER/YEAR: ________________

INSTRUCTOR'S NAME: ____________________________________________

REQUEST: ADD _______ WITHDRAW _______

PART B: To be completed by instructor:

The above student is requesting an exception from the School of Business to add or withdraw from your course after the University deadlines. Please provide the information requested below to assist us in reaching a decision. If you have questions, please call the Office of Academic and Career Services (OACS) at 703-993-1880. Please return this form as soon as possible to OACS, Enterprise Hall-Lower Level, Room 008, MSN 5A1.

1. To your knowledge, has this student been attending class? ___________________________

2. If so, when did this student last attend class? ___________________________

3. Has this student missed any graded work in your course? YES * ________ NO ________

4. *If yes, please indicate the nature of the work and its scheduled due date: ___________________________

5. If grade has not been recorded and you had to assign a current grade, what would it be? ______________

6. Additional comments: ___________________________

__________________________________________________________

__________________________________________________________

INSTRUCTOR'S SIGNATURE: __________________________ DATE: ________