

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. Jody Svartoién-Conway, MDC 22  
Center for Academic Advising (Undeclared & Undergraduate  
Non-Degree): Ms. Sylvia Salter, 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

3. Does the student have an e-Grade on file?  Yes  No

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

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Extension: \_\_\_\_\_ E-mail Address: \_\_\_\_\_