The above student is petitioning for an exception to a UHM policy or deadline. Such petitions are approved only for unusual or extenuating circumstances. Some petition cases are clear cut; many are not. Your responses to the following questions, and any additional comments, will assist us in implementing the policy fairly.

Course:___________ Section:______ Instructor’s Name:____________________________________Phone:_________________

1. What has been the student’s participation in class thus far (check one)?
   a. Never participated  ____
   b. Participated but stopped  ____  (Please indicate date stopped: _____________)
   c. Still participating  ____  (If you have made special arrangements with the student to complete the assigned work, please indicate what they are in the comment section below.)
   d. Unknown (e.g., roll not taken)  ____

2. If you were to assign a grade now for the student, what would it be? : ________

3. Did the student discuss his/her problem with you earlier?  Yes__     No___   If yes, approximate date discussed:   _______________

Additional information or comments:______________________________________________________________________________
___________________________________________________________________________________________________________

Instructor’s Signature:__________________________________ Date:__________________Email:________________@hawaii.edu

Please provide this information by ______________. This form may be returned to the student or sent directly to QLC 113. Thank you!

Form 44B rev. 11/09