

**INSTRUCTOR DOCUMENTATION FORM**

Advising Center for CALL  
ph: 808-956-8755

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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*

c. *Still participating*

d. *Unknown (e.g., roll not taken)*

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

(Please indicate date stopped: \_\_\_\_\_)

(If you have made special arrangements with the student to complete the assigned work, please indicate what they are in the comment section below.)

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 Sakamaki D202. Thank you!