

INSTRUCTOR EVALUATION

JB Speed School of Engineering Petition to the Standards & Admissions Committee (SAC)

IT IS THE STUDENT'S RESPONSIBILITY TO DISTRIBUTE THIS FORM TO THE INSTRUCTOR

TO: _____
Instructor's Name

FROM: Dr. James C. Watters, Chair, Standards & Admissions Committee
Chemical Engineering Department – Speed School of Engineering

SUBJECT: Petition for exception to Speed School enrollment policy for

Student's Name

The above named student is petitioning the Speed School Standards & Admissions Committee for an exception to a Speed School enrollment policy as indicated below. Please provide any information you believe the committee should know in their review of the student's request.

You may return this form to the student for submission with the petition; send it through campus mail to Leigh Ann Elles, Academic Affairs Office, Room 213A, JB Speed Building or e-mail your response to leigh.elles@louisville.edu. You may also send response to Jim Watters, Chemical Engineering, or e-mail Jim.Watters@Louisville.edu. Your immediate response is requested.

ACTION REQUESTED BY STUDENT (Student check one below)	COURSE NUMBER	SEMESTER
<input type="checkbox"/> Late Withdrawal	_____	_____
<input type="checkbox"/> Change to Pass/Fail (from letter grade or AU)		
<input type="checkbox"/> Change to letter grade (from P/F or AU)		
<input type="checkbox"/> Change to audit (from letter grade or P/F)		
<input type="checkbox"/> Late Addition of course		

THE BOTTOM HALF IS FOR INSTRUCTOR INPUT (For completion by faculty member only)

Student's Attendance: _____Regular _____Irregular _____Early Only _____Never Attended

Student's Performance: _____A _____B _____C _____D _____F _____No basis to Judge

Do you support the student's request? _____Yes _____No _____Neutral

Do you have any other information/comments regarding student's request?

Your comments will aid the SAC in reaching a decision. This form will become part of the SAC file.
Thank you for your cooperation.

(Instructor's Signature)

(Date)