



FLORIDA ATLANTIC UNIVERSITY

Undergraduate Late Withdraw Petition

Instructions:

- Complete (type or print clearly) the 4 sections of this form.
- Attach your personal statement describing circumstances and what you wish to petition.
- Attach any required documentation including instructor's memo (available on line).
- Submit all materials to the CAUPA Advising Center at the Boca Raton or Davie campus.

Please note: poor academic performance is not grounds to petition for a late withdraw.

1. Student Information:

Student Name: _____ Student #: Z _____

Address: _____ Email: _____

_____ Phone: _____

_____ Major: _____

2. Course Information:

Course prefix and No. & sequence No.	Title	Semester/Year	Instructor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Reason(s) for Request:

____ Never Attended

____ Personal Illness

____ Personal and/or Family Problems

____ Work Circumstances

____ Other: _____

Documentation Needed

Have each instructor complete the *Instructor Memorandum*, stating that the student never attended.

Medical documentation from Student Health Services or personal physician detailing dates and severity of illness.

Description of problem(s) with verification from Student Health Services, personal physician, clergy or police department.

Employment verification by supervisor (including schedule, date of schedule change, and hours per week).

Statement of problem and appropriate verification.

4. Personal Statement:

Write a 1 page letter describing your circumstances and what you are petitioning and attach documentation along with this form.

Student Signature: _____ Date: _____

College of Architecture, Urban and Public Affairs Advising Center

Boca Raton 561.297.2316 · Fort Lauderdale 954-762-5158

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