

HARRIET L. WILKES
HONORS COLLEGE
FLORIDA ATLANTIC UNIVERSITY™

HONORS COLLEGE UNDERGRADUATE PETITION

To withdraw from **all** classes for the current term due to a **Medical hardship, Military obligations or Death in the immediate family, DO NOT** use this form; instead, please contact the Dean of Student Affairs

Student's Name _____ Z # _____

Concentration _____ E-mail _____

Address _____

Local Telephone # _____

Step 1: Read all instructions and complete and provide all required documentation.

Step 2: Please **submit this form to David Flanigan (HC 132)** along with a typewritten statement supporting the petition and documentation such as medical records, letters from instructors etc. Petitions without the required documentation are not considered complete and will be deferred.

Step 3: You will be notified by email in due course of the results of the petition.

I request:

- | | |
|---|---|
| <input type="checkbox"/> Waiver of last 30 Hours Upper Division Course Work in residence requirement | <input type="checkbox"/> Change in Sections _____ |
| <input type="checkbox"/> Waiver of Upper Division Credit Hour Graduation Requirement | <input type="checkbox"/> Total Withdrawal for a Specific Term: _____
Term requested |
| <input type="checkbox"/> Approval of Non-Degree Credit Hours | |
| <input type="checkbox"/> Late Add a class:

List Term, Course, Prefix, Sect. & Credit | <input type="checkbox"/> Late Withdrawal:

List Term, Course, Prefix, Sect. & Credit |
| <input type="checkbox"/> Core Course substitution (attach statement with signature of a faculty teaching in Core area and signature of faculty advisor) | <input type="checkbox"/> Concentration Course substitution (attach statement with signature of Concentration Advisory Board member) |
| <input type="checkbox"/> Reinstatement into FAU* for _____ Term
<small>*If you have attended another college or university since your last enrollment at FAU, please list and request that official transcripts be sent directly from their Registrar to the Office of the Registrar at FAU.</small> | |

(College or University)

(Dates of Attendance)

Other: _____

Certification: I hereby certify that these facts are true and accurate to the best of my knowledge.

Student's Signature _____ Date _____

GUIDELINES

1. Fully explain your reason for petitioning in an attached, **typewritten statement**.
2. Letters from employers, business and university officials should be on **appropriate letterhead**.
3. If you drop a course due to medical reasons, you will need to provide medical records that provide your dates of appointments, diagnosis, and prescribed care. An excuse from a class instructor does not constitute medical documentation. We will seek a letter of support/non-support from the Dean of Student's office prior to making a decision.
4. Make and keep copies of all documentation for your records prior to submitting your petition. **We will not make copies or return documentation to you.**
5. Approval to drop a course(s) DOES NOT mean an approval for refund of fees. Please contact the Controllers Office, Bldg. SU 80, Room 227 for a Fee Petition or it may be found online.
6. Students on Financial Aid are responsible for notifying the Office of Financial Aid regarding any changes to their schedule.
7. For core or concentration course substitution, attach brief typed statement listing the course, the core area or concentration, the reasons, and required signatures (for core substitution: your faculty advisor, **and** a faculty teaching in the Core area; for Concentration: a faculty member of the Concentration Advisory Board).
8. The following are not acceptable reasons to drop or withdraw a class late: 1) doing poorly in the class; 2) no longer need the course due to change of concentration; 3) need to protect GPA

**For Honors College Office Use Only
UNDERGRADUATE PETITION NOTIFICATION**

Petition Decision: **Approved**
 Denied
 Deferred

Comments: _____

Signature of College Representative _____ Date _____

Final Action: _____

If you have any questions concerning this action, please contact David Flanigan, flanigan@fau.edu, HC 132.