



College of Education - Form 1
UNDERGRADUATE PETITION

DO NOT USE this form if you plan to withdraw from all classes in the current term due to a Medical hardship, Military obligations or Death in the immediate family. Please contact Dean of Student Affairs, located in Building 8, rm.226

Student's Name _____ Z# _____

Major or College _____ E-mail _____

Decisions are sent to this FAU email address

Address _____

Local Telephone # _____

Step 1: Read both sides of this petition carefully and complete only this side.

Step 2: Please submit this form to your college representative along with a typewritten statement of your request describing the extenuating circumstances of the option you check below and documentation such as medical records, letters from professors, instructors etc. Petitions are not considered complete without the required documentation and will be deferred for two weeks, after which the information will be returned to the student.

Step 3:
(complete below)

I am requesting:

- Last 30 Hours Upper Division Course Work
Waiver of the Upper Division Credit Hour Graduation Requirement
Approval of Non-Degree Credit Hours
Late Add a Class
Change of course section (specify in statement)
Change of Grade Type
Waive 9 Hour Summer Rule
Late Withdrawal

List Term, Course, Prefix, Sect. & Credit

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Total Withdrawal for a Specific Term _____

Reinstatement into FAU* Term requested _____

*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 the Registrar to the Office of the Registrar at FAU.

(College or University)

(Dates of Attendance)

Other: _____
(College use only)

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 on a **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 does not constitute medical documentation.
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 Controller's Office at http://www.fau.edu/controller/student_information/stdforms.php for further information on fee petitions.
6. Students on Financial Aid are responsible for notifying the Office of Financial Aid regarding any changes to their schedule.
7. PLEASE NOTE THAT THE FOLLOWING REASONS ARE NOT ACCEPTABLE TO DROP OR WITHDRAW FROM A CLASS: 1) YOU ARE FAILING OR NOT DOING WELL IN THE CLASS; 2) YOU HAVE CHANGED YOUR MAJOR AND NO LONGER NEED THE CLASS; 3) YOU NEED TO PROTECT YOUR GPA.

For College Office Use Only UNDERGRADUATE PETITION NOTIFICATION

Petition Decision: Approved Approved for Medical or Personal Hardship
 Denied
 Deferred

Comments: _____

Signature of College Representative _____ Date _____

Final Action: _____

If you have any questions concerning this action, please contact your College Representative.

Original documents will be forwarded to the Office of the Registrar - SU 80, Room 145 once processed.