

Instructions for Submitting an Academic Petition **(For students listed as Unknown College/Undeclared Major)**

- STEP 1:** Petitioner may obtain a petition form from Freshman Academic Advising Services (SU 201) or the FAAS website, http://www.fau.edu/freshmanadvising/forms_faas.php. Complete the form and attach any pertinent information/evidence in support of your petition (i.e. letters from instructor(s), doctor's note, hospital records, police report, etc.) Petitioners may also include a personal statement. Personal statements must be typed, double spaced and should not exceed more than two pages. Provide as much detailed information as possible. **All documentation must be presented on official letterhead.**
- NOTE:** **Petitions submitted without documentation will be refused and/or will not be reviewed until documentation is provided. DO NOT SUBMIT ORIGINAL DOCUMENTS. Documents provided as part of the petition will not be returned.**
- STEP 2:** Upon completing the petition form, the petitioner submits the form in the Freshman Academic Advising Services Office, SU 201, along with all supporting documents. The pink copy, (student's copy) will be returned to the student along with the letter of determination. Petitioners wishing to discuss the merits of their petition should request an appointment for an interview when submitting the petition.
- STEP 3:** Petitioners will be notified by letter when a determination has been made regarding their petition.

UNDERGRADUATE ACADEMIC PETITIONS INSTRUCTIONS

ALL GRADUATE COURSES ARE PETITIONED THROUGH THE GRADUATE OFFICE ONLY, Room SU101

FLORIDA ATLANTIC UNIVERSITY

INFORMATION REGARDING UNDERGRADUATE PETITIONS AND WITHDRAWALS

CONTACT YOUR COLLEGE for approval of the following situations:

1. **Request to change grade option:** changing Grade to P/F or vice versa, with instructor's support may be approved by the college during the first **three** weeks of classes during Fall, Spring and Summer C, or within 10 calendar days of the first day of classes during Summer A or B. After the third week of class or after 10 days for Summer A & B refer to instructions entitled "Contacting the Registrar's Office" below.
2. **Request to waive the 9 credit hour summer requirement:** may be approved by the college in cases where summer attendance imposes a significant hardship on the student.
3. **Request to waive the requirement to take the last 30 credit hours of upper division in residence:** cases in which the requirement poses a significant hardship on the student, a maximum waiver of 12 credits may be approved by the college, provided the student's major department approves the course(s) to be taken, the institution(s) at which they will be taken, and a specified period of time for completion of the course work is indicated.
4. **Request to accept credit for a duplicate course:** may be approved by the college if the appropriate department reviews the syllabi of both courses and confirms that the course content is different.
5. **Request to accept 20 credit hours of non-degree course work towards a degree may be approved by the college.** Any request for approval of more than 20 credit hours must be made through the Registrar's Office.
6. **Request to file an Undergraduate Academic Petition.**

CONTACT THE DEAN'S OFFICE, STUDENT AFFAIRS: See Luci Neborski, Student Services Bldg., room 226 In the following situations you should file for "Withdrawal for Exceptional Circumstances":

1. **MEDICAL:** Request to drop **all** classes in **current** semester due to a medical illness. An official doctor's letter is required.
2. **DEATH IN IMMEDIATE FAMILY:** Request to drop **all** classes in **current semester**. Immediate family consists of parent, spouse, sibling or children of student. If other than above, a **court document** is required listing the deceased as the legal guardian of student.
3. **MILITARY CONSCRIPTION:** Requires copy of letter from military unit.

CONTACT THE CONTROLLER'S OFFICE to file a Fee Petition in the following situations:

1. If requesting a refund/waiver for a Withdrawal due to reasons **other than** Medical, Death of Immediate Family Members, or Military Conscription.
2. If requesting a refund/waiver for a **fee liable course drop (NOT** a complete withdrawal).