

# UNDERGRADUATE ACADEMIC PETITIONS INSTRUCTION

(Procedures for Requesting a Waiver of a University Policy)

## PLEASE READ INSTRUCTIONS CAREFULLY

**STEP 1:** Petitioner may obtain a petition form from Freshman Academic Advising Services (SU 201) or on the web, (<http://www.fau.edu/freshmanadvising>). Complete the form and attach any pertinent information in support of your petition (i.e. medical reports, verifying letters, memos from instructors, on letterhead, etc.) **The petitioner is encouraged to present any and all circumstances surrounding or leading up to the petition, providing as much detail as possible.**

**NOTE:** PETITIONERS MUST PROVIDE DOCUMENTATION SUPPORTING THEIR REQUEST (i.e. medical reports, verifying letters, memos from instructors on college letterhead, etc.). THE PETITION WILL NOT BE REVIEWED UNTIL THE REQUIRED DOCUMENTATION IS RECEIVED AND ALL REQUIRED SIGNATURES ARE OBTAINED.

**STEP 2:** Petitioners in the system as an Undecided Major must speak with a representative of the Undecided College and obtain the representative signature. Students attending other campuses may speak by telephone (561) 297-3064) with the representative indicating in the body of the petition that they have done so. If the petition involves a change from one college to another, they must speak with representatives of both colleges. Make an appointment for an interview with the representative in advance by telephone or in person. The representative will keep a copy of the petition form as well as a copy of any supporting attachments (supplied by petitioner).  
**No appointment is necessary for picking up or returning the petition.**

**STEP 3:** If the petitioner has been DISMISSED from the University for a period of one year, you must attach a typed letter detailing the circumstances leading to your dismissal and how you have reconciled the matter (include your goals for success in the future). If you are changing colleges, you will need a letter providing a recommendation from the representative of your intended college.

**STEP 4:** The petitioner must return the first two pages of the completed form to the UN representative (SU 201). Petitioners should keep the pink copy for their record.

**STEP 5:** Petitions are reviewed bi-weekly on Fridays. Petitioners must submit their petition by Monday of the week in which the petitions are being reviewed. **Note:** Petitioners must provide documentation supporting the request. The petition will not be reviewed until the required documentation is received.

**STEP 6:** The decision of the petition representative will be communicated to the petitioner by U.S. mail.

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## GUIDELINES

1. Provide a **typewritten statement** with a detailed explanation of your reason(s) for petitioning.
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 **DOES NOT** mean an approval for refund of fees. Please contact the Controllers Office located in Building 80, Room 227 for a Fee Petition.
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 PETITION TO DROP OR WITHDRAW FROM A CLASS:**
  - **You are failing or not doing well in the class**
  - **You have changed your major and no longer need the class**
  - **You need to protect your GPA**

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**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).