



University Advising Services

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UAS IFP / DARS PETITION

Petitions will not be considered if student can complete requirements within the allotted credit hours for graduation.

Student Name: (Please print clearly) Student I.D.: (Z Number)

Address: (Street, City, State, Zip Code)

Telephone Number: FAU E-mail address:

I am requesting a petition for an IFP course substitution

IFP course or category not fulfilled: Proposed course for substitution / waived: (please circle one)

Reason(s) why correct course not taken or completed:

Justification(s) for course substitution: (please include any and all supporting documentation)

College Advisor's Signature Recommend Support

College Advisor's Email Address Recommend Denial

IMPORTANT: Proof of incorrect DARS required (please attach a copy).

Student Signature: Date:

For UAS Office Use Only

Academic Petition NOTIFICATION:

Your petition was reviewed on:

ACTION TAKEN: Approved Denied

Date petition received

Comments:

Signature of UAS Assistant Dean: Date:

Instructions for Submitting a UAS IFP Petition

STEP 1:

Petitioner may obtain a petition form from University Advising Services (SU 201) or the UAS website, www.fau.edu/uas. Complete the form and attach any pertinent information/evidence in support of your petition (i.e. letters from advisor(s), etc.) Petitioners should 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. A rationale must be provided explaining why the correct IFP class was not taken and justification for the course substitution. A signature from your college of major academic advisor is required. Early action from a student is strongly suggested so if the petition is denied, the student has time to take the missing class.

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 University Advising Services Office, SU 201, along with all supporting documents.

STEP 3:

Petitioners will be notified by e-mail when a determination has been made regarding their petition. If approved, the changes will be posted to the DAR (Degree Audit Report)