

# Dorothy F. Schmidt College of Arts & Letters

## Undergraduate Student Petition

### Instructions/Guidelines

1. Accurately and completely fill out the "Student Section" and sign.
2. Attach a **typed** statement of your request describing the extenuating circumstances related to the option you check below. You are responsible for fully explaining the situation, what you are requesting, and the reasoning/rationale for the requested exception. In cases where you are requesting partial withdrawal from courses in a term, you must explain exactly how the circumstances impacted you in only those courses.
3. Attach any supporting documentation (medical records, legal documents, death certificate, financial records). Due to the varied nature of possible circumstances, students should submit any documentation they feel supports their case. Whatever documentation is provided will be reviewed and taken under consideration. If the documentation included is deemed as insufficient or does not directly relate to the term in question, this may decrease the likelihood of approval.
4. If you are requesting late withdrawal from a course or courses due to **medical reasons**, medical records provided must be in the following format:
  - a. Physician / Clinician's written statement must include: Diagnosis (DCM/ICD), prognosis and dates of treatment. Must be on Physician / Clinician's letterhead, and include the Physician / Clinician's name, title, date, and signature. Prescription pad note WILL NOT be accepted.
  - b. Physician / Clinician must state that condition prevents successful completion of the course(s) and the reason(s) why.
5. Students submitting petitions will **need to schedule an appointment** with an advisor to discuss the situation further. The advisor may request further clarification or documentation depending on the exception being requested. **(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).**
6. Requests for late withdrawals must include an [Instructor's Memorandum](http://www.fau.edu/artsandlettersadvising/sasforms/Petition_Policy_Instructor_Memo_4-23-15.pdf):[http://www.fau.edu/artsandlettersadvising/sasforms/Petition\\_Policy\\_Instructor\\_Memo\\_4-23-15.pdf](http://www.fau.edu/artsandlettersadvising/sasforms/Petition_Policy_Instructor_Memo_4-23-15.pdf) Completed Instructor's Memorandums must be sent directly to Student Academic Services by the instructor or department chairperson. It is the student's responsibility to initiate this process with instructors. We encourage students to keep a log or documentation (dates, times, emails, etc.) of contacts and requests for completion of an Instructor's Memorandum. \_\_\_\_\_
7. **DO NOT** use this form if you plan to withdraw from **all** classes in the current term due to exceptional circumstances. Information about Exceptional Circumstances withdrawal is available at: <http://www.fau.edu/dean/exceptional-withdrawal.php>
8. Approval of late withdrawal(s) does not imply or guarantee a refund of fees. Information about fee petitions is available at: <https://www.fau.edu/controller/student-services/fee-petitions.php>. Students receiving Financial Aid should consult with the **Student Financial Aid office** prior to submitting petitions which may result in adjustments of past or future Financial Aid awards.
9. If you have any questions concerning this action, please email: [alpetition@fau.edu](mailto:alpetition@fau.edu). Communication about petition status and decisions will only be sent via FAU email.
10. Submit this form and supporting documentation to Arts & Letters Student Services (Boca AH 213, fax 561 297 2413; Davie DW 303F) or Student Services at Jupiter or via [alpetition@fau.edu](mailto:alpetition@fau.edu).
11. No petitions will be accepted after the student has graduated. Petitions related to academic withdrawals will not be accepted after one academic year from the end of the semester in which the course was taken. Please refer to [Academic Policies and Regulations](#) section in the University Catalog:<https://www.fau.edu/academic/registrar/FAUcatalog/academics.php>

### Student Section

Student Name: \_\_\_\_\_

Z#: Z \_\_\_\_\_

Major: \_\_\_\_\_

FAU E-mail: \_\_\_\_\_

Local Telephone #: (        ) \_\_\_\_\_ - \_\_\_\_\_

**I am requesting:**

Waiver of Last 30 Hours Course Work in Residence

Late Add a class - Term: \_\_\_\_\_ CRN: \_\_\_\_\_ Course: \_\_\_\_\_  
Section: \_\_\_\_\_ Credit(s): \_\_\_\_\_

Change in Sections From -Term: \_\_\_\_\_ Course: \_\_\_\_\_ Section: \_\_\_\_\_  
ToCourse: \_\_\_\_\_ Section: \_\_\_\_\_

Approval of Non-Degree Credit Hours Applied to Degree

Late Withdrawal \*Term: \_\_\_\_\_ CRN: \_\_\_\_\_  
\_\_\_\_\_  
Courses: \_\_\_\_\_  
\_\_\_\_\_

Total Withdrawal for Semester \*Term: \_\_\_\_\_ Year: \_\_\_\_\_

Change of Grade type - Grade to P/F \_\_\_\_\_ P/F to Grade \_\_\_\_\_ Grade to Audit \_\_\_\_\_  
Term: \_\_\_\_\_ Course: \_\_\_\_\_ Section: \_\_\_\_\_ CRN: \_\_\_\_\_ Credit(s): \_\_\_\_\_

Other: \_\_\_\_\_

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Undergraduate Petition – College Use ONLY**

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

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of College Representative \_\_\_\_\_ Date \_\_\_\_\_

Final Action: \_\_\_\_\_  
\_\_\_\_\_

Student Name: \_\_\_\_\_ Z: \_\_\_\_\_