FAU | COLLEGE OF BUSINESS | STUDENT ACADEMIC SERVICES

Form 8: Additional Attempt Petition

The FAU Repeat Course Policy limits students to two lifetime attempts (including withdrawal) in any course. **Only continuing business students may petition for consideration of a third attempt for documented extreme extenuating circumstances.** If you are a newly admitted student, a continuing student in a non-business major, a returning former student who was enrolled in a different major before returning to FAU, or any other student who is **not a continuing business student, you are not eligible to petition** the College of Business for a third attempt and must choose a major that does not require the course with which you were unsuccessful on the first two attempts.

Instructions

1. Fill out this form completely before submitting. Incomplete forms and forms without documentation attached will *not* be reviewed.
2. You must attach a personal statement and/or supporting documentation of claim or hardship.
3. Submit petition and all documentation to Student Academic Services via e-mail to COBAdvising@fau.edu.
4. Students will be notified by FAU email of the decision. Make sure to include your FAU email address. If you do not provide an FAU email address, you will not be notified. The usual time frame for notification of a decision is two weeks. All submitted documents become property of the College and will not be returned or saved. Please keep originals and make necessary copies for your records. Petition appeals must be submitted within 10 business days of the initial petition decision date.

Student Information:

Name: _____ **Student Z Number:** _____

FAU E-mail (required): _____@fau.edu **Major:** _____

Also requesting an extension of one term pbus completion contract? (Check with advisor if not sure.) **Yes** ☐ **No** ☐

Type of Course (Select one):

- ☐ Math course: Student must enroll in Math Boot Camp; authorization will be given by MBC staff if petition is approved.
- ☐ Other course

Course Information:

_____	_____	_____
Course Prefix and Number	**Term Requested**	**Number of Previous Attempts**

Reason for Request—Check One of the Boxes Below:

You must provide relevant documentation for the reason you select. If documentation is unavailable, a personal statement may be considered in *some* cases. Petitions without documentation and/or a personal statement will *not* be reviewed.

- ☐ **Physical/Mental illness or injury:** Illness of a student of such severity or duration that precluded previous success of courses. Must attach physician's written statement on official letterhead with the physician's name, title, and signature. Statement must include diagnosis (DCM / ICD), prognosis, dates of treatment, and explanation of how and why the medical condition will impact course work.
- ☐ **Death of immediate family member:** includes parent, spouse, sibling, grandparent, child or legal guardian.
- ☐ **Military**: involuntary call to duty
- ☐ **Documented court appointed primary care giver for immediate family member**
- ☐ **Victim of a crime**
- ☐ **Incarcerated**
- ☐ **Other documented reason beyond your control** (Briefly specify below; attach a personal statement explaining details):

_____

I have attached the following documentation: _____

Student Signature: _____ **Date:** _____

Departmental Use Only—DO NOT write in this area.

□ **Approved** □ **Denied** □ **Deferred** □ **No Action** _____ _____

Assistant Dean or Director Signature **Date**

Comments to Student: _____

_____

Internal Comments: _____

Student Notified on: _____ / _____ /_____ by: □ e-mail □ phone □ in-Person. Entered into Banner on: _____ /_____ /_____ by _____