



College of Education UNDERGRADUATE PETITION

DO NOT USE this form if you plan to withdraw from **all** classes in the current term due to a **Medical hardship, Military obligations or Death in the immediate family**. Please contact Dean of Student Affairs, located in Building 8, rm.226

Student's Name _____ Z# _____

Major or College _____ E-mail _____

Decisions are sent to this FAU email address

Address _____

Local Telephone # _____

Step 1: Read both sides of this petition carefully and complete only this side.

Step 2: Please submit this form to your college representative along with a **typewritten statement** of your request describing the extenuating circumstances of the option you check below **and documentation** such as medical records, letters from professors, instructors etc. **Petitions are not considered complete without the required documentation and will be deferred for two weeks, after which the information will be returned to the student.**

Step 3:

(for college use only)

I am requesting:

☐ Last 30 Hours Upper Division Course Work ☐ Change in Sections _____

☐ Waiver of the Upper Division Credit Hour Graduation Requirement ☐ Change of Grade Type _____

☐ Approval of Non-Degree Credit Hours ☐ Waive 9 Hour Summer Rule

☐ Late Add a Class _____ ☐ Late Withdrawal _____

List Term, Course, Prefix, Sect. & Credit

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☐ Total Withdrawal for a Specific Term _____

☐ Reinstatement into FAU* Term requested

*If you have attended another college or university since your last enrollment at FAU, please list and request that official transcripts be sent directly from the Registrar to the Office of the Registrar at FAU.

(College or University)

(Dates of Attendance)

☐ Other: _____

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

Student's Signature _____ Date _____

GUIDELINES

1. Fully explain your reason for petitioning on a **typewritten statement**.
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(s) DOES NOT mean an approval for refund of fees. Please contact the Controller's 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 DROP OR WITHDRAW FROM A CLASS: 1) YOU ARE FAILING OR NOT DOING WELL IN THE CLASS; 2) YOU HAVE CHANGED YOUR MAJOR AND NO LONGER NEED THE CLASS; 3) YOU NEED TO PROTECT YOUR GPA.

For College Office Use Only UNDERGRADUATE PETITION NOTIFICATION

Petition Decision: ☐ Approved ☐ Approved for Medical or Personal Hardship
☐ Denied
☐ Deferred

Comments: _____

Signature of College Representative _____ Date _____

Final Action: _____

If you have any questions concerning this action, please contact your College Representative.

Original documents will be forwarded to the Office of the Registrar (Shirley Henize), SU 80, Room 145 by colleges once processed.