

## **College of Engineering and Computer Science Petition Form**

Students interested in late withdrawal(s) or auditing of courses need to submit the following documents to the Division of Engineering Student Services and Advising (DESSA) office:

- A completed petition form (available in the DESSA office, EE 102)
- A personal statement explaining the circumstances
- Any supporting documentation
- An unofficial copy of FAU transcripts
- Request for the professor of each class to complete an Instructor's Memorandum form and send the form to the DESSA office. Written support from the professor of the class to be audited is required for an audit.

**Note**: Poor academic performance does not constitute grounds for late withdrawal. Generally, you must petition to withdraw from all courses; partial withdrawals are unlikely to be approved. If you have any questions about what information and/or documentation to provide, please ask for assistance.

1. Student Information:	<b>Type of Petition</b> : Late/Total Withdrawal Audit Remove W
Name:	Z#:
Major:	Phone Number:
Email (required):	
2. <b>Course Information</b> : (list all applied	cable courses)  Semester and Year
Course Prefix, Number and Sect	Course Prefix, Number and Section
Course Prefix, Number and Sect	cion Course Prefix, Number and Section
3. Reason(s) for Withdrawal Reque	st:
☐ Never Attended	☐ Work Circumstances
☐ Personal Illness/Death in Famil☐ Personal and/or Family Problem	☐ Other:
<ol> <li>Write a 1-page personal statementation to this form.</li> </ol>	nt describing your circumstances and your desired outcome. Attach the needed
Student Signature	 Date

## For College Office Use Only UNDERGRADUATE PETITION NOTIFICATION

Petition Decision:	$\square$ Approved		
	☐ Denied		
	☐ Deferred		
Comments:			
Signature of College Representative		Date	
Daniel Meeroff, PhD, Undergraduate Committee Chair, College of Engineering and Computer Science Ali Zilouchian, PhD, Associate Dean, College of Engineering and Computer Science			
Final Action:			

If you have any questions concerning this action, please contact the Division of Engineering Student Services and Advising (DESSA) office at 561.297.2790 or via email at <a href="mailto:engineering-services@fau.edu">engineering-services@fau.edu</a>.