

UNDERGRADUATE ACADEMIC PETITIONS INSTRUCTIONS

ALL GRADUATE COURSES ARE PETITIONED THROUGH THE GRADUATE OFFICE ONLY, Room SU101

FLORIDA ATLANTIC UNIVERSITY

INFORMATION REGARDING UNDERGRADUATE PETITIONS AND WITHDRAWALS

CONTACT YOUR COLLEGE for approval of the following situations:

1. **Request to change grade option:** changing Grade to P/F or vice versa, with instructor's support may be approved by the college during the first **three** weeks of classes during Fall, Spring and Summer C, or within 10 calendar days of the first day of classes during Summer A or B. After the third week of class or after 10 days for Summer A & B refer to instructions entitled "Contacting the Registrar's Office" below.
2. **Request to waive the 9 credit hour summer requirement:** may be approved by the college in cases where summer attendance imposes a significant hardship on the student.
3. **Request to waive the requirement to take the last 30 credit hours of upper division in residence:** cases in which the requirement poses a significant hardship on the student, a maximum waiver of 12 credits may be approved by the college, provided the student's major department approves the course(s) to be taken, the institution(s) at which they will be taken, and a specified period of time for completion of the course work is indicated.
4. **Request to accept credit for a duplicate course:** may be approved by the college if the appropriate department reviews the syllabi of both courses and confirms that the course content is different.
5. **Request to accept 20 credit hours of non-degree course work towards a degree may be approved by the college.** Any request for approval of more than 20 credit hours must be made through the Registrar's Office.
6. **Request to file an Undergraduate Academic Petition.**

CONTACT THE DEAN'S OFFICE, STUDENT AFFAIRS: See Luci Neborski, Student Services Bldg., room 226 In the following situations you should file for "Withdrawal for Exceptional Circumstances":

1. **MEDICAL:** Request to drop **all** classes in **current** semester due to a medical illness. An official doctor's letter is required.
2. **DEATH IN IMMEDIATE FAMILY:** Request to drop **all** classes in **current semester**. Immediate family consists of parent, spouse, sibling or children of student. If other than above, a **court document** is required listing the deceased as the legal guardian of student.
3. **MILITARY CONSCRIPTION:** Requires copy of letter from military unit.

CONTACT THE CONTROLLER'S OFFICE to file a Fee Petition in the following situations:

1. If requesting a refund/waiver for a Withdrawal due to reasons **other than** Medical, Death of Immediate Family Members, or Military Conscription.
2. If requesting a refund/waiver for a **fee liable course drop (NOT a complete withdrawal)**.