

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.

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).

NOTE: Fee petitions cannot be submitted beyond six months from the last day of the semester to which the petition applies.

CONTACT THE REGISTRAR'S OFFICE to file an **Academic Petition** for the following situations: (**NOTE: Petitions that result in reinstatement after Suspension or Dismissal do not imply reinstatement into courses: re-registration will be required.**)

1. **Request to drop a course(s) after the deadline:** in cases where a significant hardship can be proven.
2. **Request for re-entry after being dismissed or immediate reinstatement if suspended.**
3. **Request to accept more than 20 credit hours of non-degree course work towards a degree.**

UNDERGRADUATE ACADEMIC PETITIONS INSTRUCTIONS

(Procedure for Requesting a Waiver of a University Policy)

PLEASE READ INSTRUCTIONS CAREFULLY

STEP 1: Petitioner may obtain a petition form from the Registrar's Office on any campus or on the web. Complete the form and attach any pertinent information in support of your petition (i.e. medical reports, verifying letters, memos from instructors, etc). **The petitioner is encouraged to present any and all circumstances surrounding or leading up to the petition, providing as much detail as possible.** Petitioners are encouraged to speak with one of the student representatives if they need assistance.

NOTE: PETITIONERS MUST PROVIDE DOCUMENTATION SUPPORTING THEIR REQUEST (i.e. medical reports, verifying letters, memos from instructors on college letterhead, etc.). THE PETITION WILL NOT BE REVIEWED UNTIL THE REQUIRED DOCUMENTATION IS RECEIVED AND ALL REQUIRED SIGNATURES ARE OBTAINED.

STEP 2: Petitioners must speak with a representative of the College in which they are/were enrolled, and obtain the representative signature. Students attending other campuses may speak by telephone with the representative indicating in the body of the petition that they have done so. If the petition involves a change from one college to another, they must speak with representatives of both colleges. The representative will keep a copy of the petition form as well as a copy of any supporting attachments (supplied by petitioner). The petitioner should then speak with the representative for the Dean of Student Affairs and obtain a signature (make appointments for interviews with college and Student Affairs representatives in advance by telephone or in person. See the list of representatives and telephone numbers below.). No appointment is necessary for picking up or returning the petition.

STEP 3: If the petitioner has been DISMISSED from the university for a period of one year, you must get a letter of support from the department from which you were dismissed on college letterhead. If you are changing colleges, you will need a letter of support from BOTH colleges.

STEP 4: The petitioner must return the original top page of the completed form with signatures and supporting documentation to the Office of the Registrar. Petitioners should keep the yellow copy for their record.

STEP 5: The form will be presented with the student's complete records at the next meeting of the Academic Petitions Committee.

STEP 6: The decision of the committee will be communicated to the petitioner by U.S. mail.

<u>CONTACT</u>	<u>OFFICE</u>	<u>BUILDING</u>	<u>ROOM</u>	<u>TELEPHONE</u>
<u>REGISTRAR'S REPRESENTATIVE</u>				
Theresa Rosenhack	Committee Chair	Student Services Bldg.	145P	(561) 297-2409
Fran Waldman	Committee Asst.	Student Services Bldg.	145Q	(561) 297-2463
<u>STUDENT AFFAIRS REPRESENTATIVE</u>				
Dr. L. Bates	Student Affairs	SSB-Boca	226	(561) 297-3546
Dr. L. Bardill	Student Affairs	SSB-Boca	226	(561) 297-3547
Ms. M. Merzer	Student Affairs	LA-DAVIE	119	(954) 236-1235
Mr. J. Isadore	Student Affairs	LB-Jupiter	119	(561) 799-8521
Ms. A.J. Chase	Student Affairs	JU-Port St. Lucie	113	(772) 873-3305
<u>COLLEGE REPRESENTATIVES</u>				
Dr. S. Santo	Arch & UPA	LA - Liberal Arts, Davie	464A	(954) 236-1003
Mr. R. Ferguson	Arts & Letters	Arts & Humanities	212B	(561) 297-3204
Ms. C. Cone	Arts & Letters	LA - Liberal Arts, Davie	421	(954) 236-1102
Mr. M. Rhorer	Business	BUS-W - Fleming Hall	114	(561) 297-2545
Dr. D. Shepherd	Education	ED - Education	230	(561) 297-3570
Ms. P. Majewski	Engineering	ENG - Engineering	231	(561) 297-2049
Dr. C. Strain	Honors College	MacArthur Campus - MHC	103	(561) 741-8017
Maureen Oliveri	Nursing	SO - Social Science	206	(561) 297-3263
Dr. I. Johanson	Science	S&E - Science & Engineering	234	(561) 297-3700
Ms. B. Colson	Undecided	Student Services Bldg.	201Q	(561) 297-2567