

GENERAL COLLEGE PETITION FORM
Academic Advising Center
COLLEGE OF LIBERAL ARTS & SCIENCES

UFID NUMBER: _____ NAME: _____

DATE: _____ LOCAL PHONE: _____ EMAIL: _____

STUDENT'S SIGNATURE*: _____ Will you graduate this semester? Yes ___ No ___

*Your signature on this form indicates you understand that submitting false or misleading materials violates the Student Honor Code, 6C1-4.017. Violators of the Student Honor Code will be reported to the Office of Judicial Affairs.

CIRCLE ONE	COMPLETE APPROPRIATE SECTION ON THIS SIDE OF FORM AND READ CORRESPONDING SECTION ON REVERSE	REMEMBER TO:
A	Petition to Drop the Following Course(s) from the Current Term: 1. <u>Course #:</u> _____ <u>Section #:</u> _____ 2. <u>Course #:</u> _____ <u>Section #:</u> _____ 3. <u>Course #:</u> _____ <u>Section #:</u> _____	1. Include a personal statement explaining the extenuating circumstances (1 PAGE, double spaced and 10 pt. font or larger) 2. Include documentation 3. Include "Instructor Recommendation" form 4. Include a completed Course Schedule Adjustment Form. 5. Submit by the published deadline
B	Dual enrollment Request for the Following Course(s) 1. _____ 2. _____	1. Include personal statement (1 PAGE, double spaced and 10 pt. font or larger) 2. Include documentation 3. Include completed transient form or indicate that an electronic version is pending in www.FLVC.org
C	Independent Study (Correspondence/Flexible Learning) Request for the following Course: _____ Have you ever applied for a correspondence course before? YES ___ NO ___	1. Include personal statement (1 PAGE, double spaced and 10 pt. font or larger) 2. Include course enrollment form 3. Include departmental letter if taking courses for a major or minor
D	Petition for S/U option After the Deadline for the Following Course: <u>Course #:</u> _____ <u>Section #:</u> _____	1. Include personal statement (1 PAGE, double spaced and 10 pt. font or larger) 2. Include documentation 3. Include "Petition After Deadline for S/U Grade Option" form with appropriate signatures
E	Petition to Break Residency by _____ Hours.	1. Include personal statement (1 PAGE, double spaced and 10 pt. font or larger) 2. Include documentation 3. Complete hardcopy or electronic transient form 4. Include departmental letter if taking courses for a major or minor
F	Change Catalog Year to ___ ___ ___	1. Include personal statement (1 PAGE, double spaced and 10 pt. font or larger) 2. Include departmental approval to change to a previous catalog year
G	Other Request (please specify):	1. Consult with an advisor before you complete this special request. 2. Include personal statement (1 PAGE, double spaced and 10 pt. font or larger)

OFFICIAL USE ONLY:

Hours: _____ GPA: _____ X-Hours: _____ Class/College: _____ Major: _____ Cat. Year: _____ Drops: _____

 Decision Date: _____ Approved _____ Denied _____ Deferred _____
 Resubmit by: _____

A written appeal may be submitted only if you have new information and provide new documentation.

Comments:

GENERAL INSTRUCTIONS FOR ALL REQUESTS:

You must submit a personal statement explaining how an extenuating circumstance is responsible for all requests and attach documentation of your claim.

- 1) Submit the petition by 5:00pm on Thursday.
- 2) You will receive an email when your results are available at the front desk in Farrior Hall (Academic Advising Center) to pick up with a picture ID.
- 3) If you wish to have your results mailed to you, please include a self-addressed stamped envelope.
- 4) Petition results cannot be given over the phone or via email.

GENERAL GUIDELINES FOR DOCUMENTATION FOR ALL PETITIONS:

- 1) Make and keep copies of all documentation for your records prior to submitting your petition.
- 2) Medical documentation should be on physician's letterhead and contain a statement from the physician stating that your request is necessary due to your medical condition.
- 3) Letters from employers, rental agents, other business or university officials must be on official letterhead.
- 4) Letters from Parents or other individuals must be signed and NOTARIZED.
- 5) If there was a death in the immediate family (parent, spouse, child, sibling), you must provide an obituary and proof of relationship.

[A] PETITION TO DROP A COURSE

- 1) You must continue attending the course(s) until you know the results of your petition.
- 2) Meet with your professor to discuss possible options BEFORE beginning the petition process.
- 3) Attach a ONE PAGE personal statement, double spaced and 10 pt. font or larger. You must explain what extenuating situation has occurred that is preventing you from completing the course(s) you wish to drop. Focus on pertinent issues that led to petition in chronological order.
- 4) Include documentation to support your statement.
- 5) Include a completed Course Schedule Adjustment Form.
- 6) Approval to drop a course(s) does not waive your fee liability. To petition a refund of fees, you must complete a University Senate Petition.
- 7) Post-baccalaureate students are not normally permitted to drop courses. You must include a letter of support from your graduate/department advisor.
- 8) The following conditions are NOT VALID reasons to petition for additional drops and will automatically be denied:
 - Failing the course
 - Registered for too many hours
 - Transferring to another school
 - Busy with extracurricular activities
 - Need to "protect" GPA
 - Professor said you should drop
 - On a scholarship or financial aid
 - Failure to attend a class
 - Requirements changed due to a change of major
 - Failure to confirm schedule before the end of drop/add
 - Documentation does not support reason for dropping
 - Did not check for prerequisites prior to adding the course
 - Inadequate or no documentation is provided.

[B] DUAL ENROLLMENT REQUEST

- 1) "Normally, UF students are not permitted to register at another institution for a course or its equivalent that is offered at UF"
- 2) You must also fill-out and submit electronically the Transient Student Form on www.FLVC.org.
- 3) Grades earned at other institutions are not calculated into your UF GPA, but may be calculated into your CLAS pre-professional GPA.
- 4) Guidelines for approval:
 - a) You must have completed at least one semester at UF with a minimum GPA of a 2.0.
 - b) Requested course(s) are not being offered at UF the semester in which you MUST fulfill the requirement OR all sections of the required course(s) are full on the second day of drop/add at UF.
 - c) You have a work conflict during the semester when the specific requirement must be fulfilled. Documentation of hours of employment must be provided on employer letterhead.
 - d) You have a letter from the Office for Students with Disabilities indicating that it is a reasonable accommodation of your disability to take the specific course(s) at another institution (Include copy of letter).
 - e) On a separate page, include a personal statement explaining why you are unable to take the course(s) at UF and why you must complete the course(s) this semester. Remember to include all documentation. ONE PAGE personal statement, double spaced and 10 pt. font or larger

[C] CORRESPONDENCE STUDY

- 1) Access the Distance & Continuing Education Flexible Learning website at flexible.dce.ufl.edu for course information.
- 2) Include the course enrollment form available on the website. (flexible.dce.ufl.edu/Data/Sites/26/media/docs/courseapproval.pdf)
- 3) If the course you are requesting is required for your major or minor, you must provide written approval from the undergraduate coordinator.
- 4) Only three (3) hours of correspondence study are approved at a time.
- 5) You must have completed at least one semester at UF and have a minimum 2.5 UF GPA.
- 6) A maximum of two courses of correspondence study may be counted toward your UF degree.

[D] PETITION FOR S/U AFTER THE DEADLINE

- 1) These requests are only approved in the most extreme of circumstances.
- 2) Complete and attach an S/U form with the appropriate signatures.
- 3) Include documentation of extenuating circumstances that prevented you from applying for the S/U option BEFORE the deadline.

[E] RESIDENCY

- 1) Explain why you cannot complete your degree requirements at UF. If personal or financial reasons, you must provide documentation. You must also provide written approval on letterhead from the undergraduate coordinator of your major and/or minor if you will be taking a course for your major and/or minor. If substantial hours have already been transferred to UF, the petition will be denied, even if there is a sound reason for petitioning. Residence: The last 30 hours applied to the degree must be completed in residence at the University of Florida. In extenuating circumstances, the last three hours may be waived by petition.

[G] OTHER REQUESTS

- 1) Please consult with an advisor to discuss your special request BEFORE you submit this petition.