

GENERAL PETITION REQUEST

This form should be used by students who are petitioning College policies. Once completed, please submit the form, personal statement and any supporting documentation to your academic advisor for processing. Please contact your academic advisor if you have questions about this process.

To be completed by student:

Name: _____ UF ID #: _____

Local Phone: _____ Email: _____

Student Signature*: _____ Date: _____

* This authorizes CHHP staff permission to contact any individual mentioned in your petition for additional information. Your signature on this form indicates you understand that submitting false or misleading information violates the Student Honor Code. Violators of the Student Honor Code will be reported to the Office of Judicial Affairs.

Circle One	Complete appropriate section and review corresponding instructions on reverse	Remember To:
A	Request additional drop(s) OR Request to drop a course after the deadline (Current term requests only)	<ol style="list-style-type: none"> 1. Include course drop form 2. Include documentation 3. Submit by the published deadline 4. Include personal statement explaining the extenuating circumstances.
B	Request to complete universal tracking courses at a transient institution	<ol style="list-style-type: none"> 1. Include documentation 2. Include personal statement
C	Exception to CHHP Internship policy request(s)	<ol style="list-style-type: none"> 1. Include documentation 2. Include personal statement
D	Break UF Residency by _____ hours	<ol style="list-style-type: none"> 1. Include documentation 2. Include personal statement
E	Other Request (please specify): _____ _____ _____	<ol style="list-style-type: none"> 1. Consult with an advisor before you complete this request. 2. Include personal statement

OFFICIAL USE ONLY:	
Hours: _____ GPA: _____ Class/College: _____ Tracking Term: _____ Major: _____	
Drops Used/Available: _____ / _____ Catalog Year: _____ Anticipated Internship Term: _____	
Academic Advisor: Approved on: _____ Denied on: _____ Deferred to DPC on: _____	
Comments:	
Department Petitions Committee: Approved on: _____ Denied on: _____	
Comments:	
College Petitions Committee: Approved on: _____ Denied on: _____	
Comments:	
Associate Dean: Approved on: _____ Denied on: _____ Signature: _____	
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.

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 appropriate 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 (current term requests only)

- 1A) You must continue attending the course(s) until you know the results of your petition.
- 2A) Meet with your professor to discuss possible options BEFORE beginning the petition process.
- 3A) Attach the course schedule change form indicating the course(s) you wish to drop.
- 4A) Briefly explain your reason for petitioning to drop a course(s) on a separate sheet. You must explain what extenuating situation has occurred that is preventing you from completing the course(s) you wish to drop. Include documentation to support your statement.
- 5A) 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.
- 6A) 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] REQUEST TO COMPLETE UNIVERSAL TRACKING COURSES TRANSIENT

- 1B) CHHP Policy states that students are NOT permitted to complete universal tracking courses as a transient student.
- 2B) Upper division coursework taken as a transient student is discouraged
- 3B) Students must NOT break UF residency (last 30 hours of coursework must be taken at UF)
- 4B) Grades earned at other institutions are not calculated into your UF GPA, but may be calculated into your CHHP universal tracking or pre-professional GPA.
- 5B) Attach the HHP Transient Request form with your petition (<http://hhp.ufl.edu/wp-content/uploads/TransientRequest1.pdf>)
- 6B) Guidelines for approval:
 - a) You have a letter from the Dean of 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).
 - 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) 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.

[C] REQUEST FOR EXCEPTION TO CHHP INTERNSHIP POLICY

- 1C) Review CHHP Internship policy prior to submission of petition (<http://hhp.ufl.edu/index.php/current-students/current-students/internship/>)
- 2C) Explain your rationale for requesting an exception to this policy
- 3C) If petitioning to enroll in a course while interning, please indicate if the requested course is required for major (includes dual degree/double major) and/or minor, graduate school prerequisite, or general elective.
- 4C) Include documentation to support your request.

[D] RESIDENCY

1D) 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.

[E] OTHER REQUESTS

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