

**GENERAL PETITION REQUEST
COLLEGE OF HEALTH AND HUMAN PERFORMANCE**

This form should be used by students who are petitioning College policies. Once completed, please submit the form to your academic advisor for processing.

To be completed by student:

Name: _____ UF ID #: _____

Local Phone: _____ Email: _____

Your signature on this form gives CHHP staff permission to contact any mentioned in your petition for additional information. Please see an advisor if you have any questions.

Student Signature: _____ Date: _____

Circle One	Complete Appropriate Section on this side and read corresponding section on the reverse side	Remember To:
A	Drop the Following Course(s) from the Current Term: 1. _____ 2. _____	1. Include course adjustment form 2. Include documentation 3. Submit by the published deadline 4. Include personal statement explaining the extenuating circumstances.
B	Dual Enrollment Request for the Following Course(s): 1. _____ 2. _____	1. Include documentation 2. Include personal statement
C	Correspondence Request for the Following Course: 1. _____ Have you ever applied for a correspondence course before? Yes No	1. Attach College Enrollment Form 2. Include documentation 3. Include personal statement
D	Break Residency by _____ Hours.	1. Include documentation 2. Include personal statement
E	Reduce Summer Requirement by _____ Hours.	1. Include documentation 2. Include personal statement
F	Other Request (please specify): _____	1. Consult with an advisor before you complete this request. 2. Include personal statement

OFFICIAL USE ONLY:	
Hours: _____ GPA: _____ Class/College: _____ Major: _____ Drops: _____ Cat. Year: _____	
Academic Advisor: Approved on: _____ Denied on: _____ Deferred to DPC on: _____	
Comments:	
Department Petitions Committee: Approved on: _____ Denied on: _____ Deferred to CPC on: _____	
Comments:	
College Petitions Committee: Approved on: _____ Denied on: _____	
Comments:	
Associate Dean: Approved on: _____ Denied on: _____ Signature: _____	

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

- 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] DUAL ENROLLMENT REQUEST

- 1B) "Normally, UF students are not permitted to register at another institution for a course or its equivalent that is offered at UF"
- 2B) You must also complete and submit a Transient Student Form online via <http://www.facts.org> and select "Transfer Services."
- 3B) Dual Enrollment results will be available the second day of Drop/Add at UF if the required course you need this semester is full.
- 4B) Grades earned at other institutions are not calculated into your UF GPA, but may be calculated into your CHHP pre-professional GPA.
- 6B) 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 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).
 - 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.

[C] REQUEST FOR CORRESPONDENCE

- 1C) Include the application from the Independent Study Catalog available on their WWW site or call (352) 392-1711 or 1-800-327-4218.
- 2C) If the course you are requesting is required for your major or minor, you must attach written approval from the undergraduate coordinator.
- 3C) Only three (3) hours of independent study (correspondence) are approved at a time.
- 4C) You must have completed at least one semester at UF and have a minimum 2.5 UF GPA.
- 5C) A maximum of two courses of correspondence may be counted toward your UF degree.
- 6C) Access the WWW site (<http://www.doce.ufl.edu./indstudy>) for course information or to order a catalog.

[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] SUMMER REQUIREMENT

1E) Nine hours must be earned at one of the eleven (11) Public State of Florida Universities during a Summer Term. If you are unable to complete this requirement, appropriate documentation must be included showing how the completion of this requirement would cause a severe hardship.

[F] OTHER REQUESTS: Please consult with an academic advisor to discuss your special request BEFORE you submit this petition.