



Classification: _____

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. _____ 2. _____ 3. _____	1. Include personal statement explaining the extenuating circumstances 2. Include documentation 3. Include drop/add form 4. Include "Instructor Recommendation" form 5. Submit by the published deadline
B	Dual enrollment Request for the Following Course(s) 1. _____ 2. _____	1. Include personal statement 2. Include documentation 3. Include completed transient form
C	Independent Study (Correspondence) Request for the Following Course: 1. _____ Have you ever applied for a correspondence course before? YES ___ NO ___	1. Include personal statement 2. Include College 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: 1. _____	1. Include personal statement 2. Include documentation 3. Include Summary and Action Form 4. Include S/U option form with appropriate signatures
E	Petition to Break Residency by _____ Hours.	1. Include personal statement 2. Include documentation 3. Include transient form 4. Include departmental letter if taking courses for a major or minor
F	Petition to Reduce Summer Requirement by _____ Hours.	1. Include personal statement 2. Include documentation 3. Submit this request after you have earned 75 hours
G	Change Catalog Year to _____	1. Include personal statement 2. Include departmental approval to change to a previous catalog year
H	Other Request (please specify):	1. Consult with an advisor before you complete this special request. 2. Include personal statement.

OFFICIAL USE ONLY:

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

Approved on: _____

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

Deferred on: _____; Resubmit by: _____ Note: Resubmission does NOT guarantee approval

Comments:

Dean's 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.

- 1) Submit the petition by 1:00pm on Thursday.
- 2) Return after 1:00pm the following Tuesday with a picture ID to pick up your results at the front desk.
- 3) If you wish to have your results mailed to you, please include a self-addressed stamped envelope.
- 4) Petition results can not be given over the phone.

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, or you can complete the medical documentation form available at 100 AAC.
- 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 a schedule adjustment 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) Post-baccalaureate students are not normally permitted to drop courses. You must include a letter of support from your graduate/department advisor.
- 7A) 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" (p.1-18, 2001-2002 *Undergraduate Catalog*).
- 2B) You must also complete and submit a Transient Student Form.
- 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) You must take the Transient Student Form to 222 Criser to be approved by the Registrar's Office after it is approved by CLAS.
- 5B) Grades earned at other institutions are not calculated into your UF GPA, but may be calculated into your CLAS 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] INDEPENDENT STUDY (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 independent study (correspondence) may be counted toward your UF degree.
- 6C) Access the Independent Study WWW site (<http://www.doce.ufl.edu./indstudy>) for course information or to order a catalog.

[D] PETITION FOR S/U AFTER THE DEADLINE

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

[E] RESIDENCY

- 1E) 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. "In extenuating circumstances the last three hours may be waived by petition" (p.2-187 2001-2002 *Undergraduate Catalog*).

[F] SUMMER REQUIREMENT

- 1F) 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.

[G] CATALOG YEAR CHANGES: Include departmental approval to change to a previous catalog year.

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