



# College Petition

Committee use ONLY

Major:  
Hold/s:

Name: \_\_\_\_\_ UF ID#: \_\_\_\_\_ Email: \_\_\_\_\_ @ufl.edu

Your signature on this form indicates you understand that submitting false or misleading materials violates the [Student Honor Code](#). Violators of the Student Honor Code will be reported to the Office of Student Conduct & Conflict Resolution.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Attach a personal statement (no more than one page, typed, and 10 pt. font or larger) explaining your extenuating circumstances. Provide documentation of extenuating circumstances (*keep copies of documentation for your records*) that you think warrant an exception to policy.
- Please submit any necessary forms to complete your requirements with the college petition.
- Submit completed form to CLAS/AAC-College Petitions (claspetitions@advising.ufl.edu) with all supporting materials by 3pm Thursday to be reviewed by the CLAS-College Petitions Committee at 8am Friday. Additional submission dates/deadlines will apply during drop/add & around deadlines. Results will be sent to your ufl.edu email when ready.

CIRCLE	COMPLETE APPROPRIATE SECTION	TO HAVE YOUR PETITION REVIEWED, YOU MUST:
<b>A</b>	<p><b>Petition to drop</b> the following course(s) from the current term by the published deadline:</p> <p>Course #: _____ Class #: _____</p> <p>Course #: _____ Class #: _____</p>	<ul style="list-style-type: none"> <li>• Attach "<a href="#">Instructor Recommendation</a>" for each course you are petitioning to drop</li> <li>• Submit by the current semester's published drop deadline</li> </ul> <p><b>**You should continue attending the course(s) until you know the results of your petition.**</b></p>
<b>B</b>	<p><b>Continuation in CLAS on Probation</b> Academic Probation (failed probation contract)</p> <p>Semester of contract: _____</p> <p>Major: _____</p>	<ul style="list-style-type: none"> <li>• Meet with an advisor to discuss:               <ul style="list-style-type: none"> <li>○ GPA needed to remove all deficit points</li> <li>○ A realistic plan of how to get on-track for your major by the end of your next term of enrollment.</li> </ul> </li> <li>• Meet with your major undergraduate coordinator and request they submit electronic feedback.</li> <li>• Exploratory students may meet with an Academic Advisor within Farrior Hall &amp; request electronic feedback.</li> </ul>
<b>C</b>	<p><b>Continuation in CLAS Major</b></p> <p><input type="checkbox"/> Off-track two consecutive terms in _____ major</p> <p><input type="checkbox"/> Two unsuccessful attempts of required course(s) for major: Course(s) _____</p>	<ul style="list-style-type: none"> <li>• Meet with the undergraduate coordinator for your major and obtain required electronic feedback via advising notes.</li> <li>• Provide a semester-by-semester "<a href="#">Graduation Plan</a>" outlining your remaining major and college requirements to graduate if allowed to continue in your major</li> </ul>
<b>D</b>	<p><b>Graduation Extension</b></p> <p>To complete the desired major or minor(s) of: _____</p> <p>To complete the dual degree or double major of: _____ and _____</p>	<ul style="list-style-type: none"> <li>• Attach your completed change of major, dual degree/double major application with all required signatures and/or minor form(s) with "<a href="#">Graduation Plan</a>"</li> <li>• In your personal statement, explain your educational objective for continuing beyond the typical 8 Fall/Spring semesters (or 4 Fall/Spring semesters for transfer students)</li> </ul>
<b>E</b>	<p><b>Petition to Break Residency by _____ Hours</b></p>	<ul style="list-style-type: none"> <li>• Include electronic feedback from the undergraduate coordinator in your major if petitioning to take a course(s) for your major.</li> <li>• Submit a transient form at <a href="http://www.floridashines.org">www.floridashines.org</a> for state colleges and universities or attach a hard copy transient form found at <a href="http://www.registrar.ufl.edu/forms.html">http://www.registrar.ufl.edu/forms.html</a> for private or out-of-state institutions.</li> </ul>
<b>F</b>	<p><b>Other</b></p> <p>_____</p> <p>(to be completed by advisor)</p>	<ul style="list-style-type: none"> <li>• Discuss your petition with an academic advisor to determine if you should use this form. The advisor will list the "reason." Examples of "other": dual enrollment, S/U after the deadline, Catalog Year change, additional flexible learning classes (please include form), change of major &amp; not on track for that major, transient study (please include form if the school is not within Florida), etc.</li> </ul>

Decision Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Deferred/Resubmit by: \_\_\_\_\_

Comments and Conditions from Committee:

## College Petition form

This is the form used to petition for an exception to a College enforced policy. It is recommended that you meet with an advisor to discuss your petition before submitting to be sure this is the correct procedure for your request.

- Complete this form and attach a personal statement (no more than one page, typed, and 10 pt. font or larger) explaining your extenuating circumstances related to this petition.
- Extenuating circumstances must be documented. Documentation should be on official letterhead. Letters from a family member should be notarized. An obituary should be included in the case of the death of an immediate family member and provide proof of relationship if the last name is different from your last name. **Please keep copies of all documentation for your records as your documentation will not be returned.**
- Submit the completed petition by Thursday at 3:00 PM.
  - You can submit your completed petition via email ([claspetitions@advising.ufl.edu](mailto:claspetitions@advising.ufl.edu)).
    - Emails should be to the attention of: CLAS Petitions.
- The College Petitions Committee meets every Friday at 8:00 AM. You will receive an email from [claspetitions@advising.ufl.edu](mailto:claspetitions@advising.ufl.edu) sent to your ufl.edu address when your results are available. Additional committee meetings and deadlines may apply during drop/add, around the drop/withdraw deadlines and the last day of classes.

## Petition to drop additional course(s)

Until the last day to drop classes in a given semester, students can use this form to petition for additional drops. ***You should continue to attend your classes in the event the petition is not approved.*** In addition to your personal statement, include an **Instructor Recommendation** form for each class you are petitioning. Be aware that if your petition is approved, you are still fee liable for the course(s). If you wish to attempt a petition for a refund of fees, you must complete a University Petition at <http://www.registrar.ufl.edu/currents/petitioninstructs.html>.

*Examples of reasons that are NOT considered valid reasons for additional drops include: failing the course, busy with extracurricular activities or work, failure to check prerequisites prior to the end of drop/add, registered for too many hours, need to protect GPA, failure to attend class, transferring to another school, professor suggested dropping, changed major and no longer needing the class.*

## Continuation in CLAS on Probation

CLAS students are expected to remove at least one half of their deficit points at the end of their first semester on probation and all of their deficit points by the end of their second semester on probation; while also getting on track for their declared major. Failure to do so generally results in no longer being able to continue in CLAS. However, if you've had extenuating circumstances that can be documented, you can petition for one additional semester to get off probation and on-track for your major.

## Continuation in CLAS Major

**Off-track two consecutive terms:** CLAS students are expected to get on-track for their major within two semesters not including summers. Failure to do so generally results in students having to change their major. However, if you've had extenuating circumstances that can be documented, you can petition for one additional semester to get on-track for your major.

**Two unsuccessful attempts of required course(s) for major:** CLAS students are expected to complete required courses for their major within two attempts; including grades of W. Failure to do so generally results in students having to change their

major. However, if you've had extenuating circumstances that can be documented, you can petition for a third attempt on a required course. Please be aware of the repeat surcharge on third attempts (<https://registrar.ufl.edu/assets/pdfs/repeatcourse.pdf>).

### **Graduation Extension**

CLAS students who started at UF as freshman (regardless of incoming credits from AICE, AP, CLEP, IB, dual enrollment) are typically expected to graduate in four years or eight (fall/spring) semesters if attending full-time. Transfer students are typically expected to graduate in four (fall/spring) semesters if attending full-time. If you want to change your major, add a minor(s) or complete a dual degree or double major that will require additional time, you can petition for a graduation extension. The personal statement must include a clear educational objective. Please be aware of the excess hour surcharge that may apply depending on your situation (<http://www.registrar.ufl.edu/pdf/repeat.pdf>).

### **Petition to Break Residency**

The last 30 credits applied to the degree must be completed in residence at the University of Florida. Participation in a UF-approved study abroad or exchange program is not considered a break in residence. However, students must see an advisor to be sure the degree audit accurately reflects this. You can petition to break residency if you have extenuating circumstances that can be documented. But keep in mind that typically no more than three hours is approved, particularly given that there are multiple ways to meet the residency requirement now with online classes.

### **Other**

If you do not see your "reason" for petitioning on this form, meet with an advisor to discuss your situation. The advisor will help you determine if using this process is appropriate or make other recommendations. If the advisor agrees this is the correct process, they will complete the "reason" and instruct you on the information you need to provide before submitting. Examples of "other" may include but are not limited to: 1) requesting to take classes elsewhere while also taking classes at UF (dual enrollment), 2) petitioning to change the grading in a class from standard grading to S/U after the published S/U deadline (please be aware this is only approved in extreme cases that are well documented), 3) changing your Catalog year, 4) taking more than the two flexible learning classes to apply toward your degree, or 5) changing majors & not on track for major.

### **How to resubmit**

- Print/fill out page 1 of the College Petition Form
  - Write RESUB or RESUBMISSION on the top.
- If there are UPDATED materials to include, please include them.
- If there are NO updated materials, please only submit the College Petition form with RESUB written on the top.

All materials can be submitted via email and they are due Thursday by 3pm to be reviewed at the meeting on Friday at 8am.

Additional submission dates/deadlines will apply during drop/add & around deadlines. Results will be sent to your ufl.edu email when ready.

Once received, the resubmission materials will be stapled to the original submission to be reviewed as a packet by the committee.

Please email [claspetitions@advising.ufl.edu](mailto:claspetitions@advising.ufl.edu) if you have any questions concerning how to resubmit the petition for review.