# DROP/ADD/WITHDRAW FOR CURRENT SEMESTER AFTER THE PUBLISHED DEADLINE  
(BUT BEFORE THE LAST DAY OF CLASSES)

**Name:** _______________________________  
**UF ID#:** _______________________________  
**Email:** _______________________________@ufl.edu

**Phone #:** _______________________________  
**Date:** _______________________________  
**Student Signature**: _______________________________  

(*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 Student Conduct & Conflict Resolution.)*

<table>
<thead>
<tr>
<th>CIRCLE ONE</th>
<th>COMPLETE APPROPRIATE SECTION:</th>
<th>TO HAVE YOUR PETITION REVIEWED, YOU MUST:</th>
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</thead>
</table>
| A          | Petition to drop the following course(s) from the Current term after deadline:  
1. course #: section #:  
2. course #: section #:  
3. course #: section #: | 1. Submit on or before the last day of classes.  
2. Include personal statement explaining your circumstances and why you were unable to drop by the published deadline.  
3. Attach instructor recommendation form for each course you are petitioning to drop.  
4. Include documentation of the extenuating circumstance that prevents you from completing the course(s).  

**NOTE:** If your personal statement and documentation does not clearly justify why you missed the original deadline to drop/withdraw, your petition will more than likely be denied. You should continue attending the course(s) until you know the results of your petition. |
| B          | Petition to add the following course(s)  
For the current term after the deadline:  
1. course #: section #: credit:  
2. course #: section #: credit:  
3. course #: section #: credit: | 1. Submit on or before the last day of classes.  
2. Include personal statement explaining why you did not add the course(s) by the published deadline.  
3. Meet with department representative of the course(s) for department permission to late add.  
4. Include an instructor recommendation form for each course listed.  
5. Include documentation of the extenuating circumstance that prevented you from adding the course(s) before the deadline.  |
| C          | Petition to withdraw from all courses after the deadline:  
TERM: ____________________________________ | 1. Submit on or before the last day of classes.  
2. Include personal statement explaining your circumstances and why you were unable to withdraw by the published deadline.  
3. Include instructor recommendation forms for each of your courses.  
4. Include documentation of the extenuating circumstance that prevents you from completing the semester.  |

You can submit your completed petition in person (Farrior Hall/Academic Advising Center), by fax (352) 392-2905 or email. Fax and emails should be to the attention of: CLAS Petitions claspetitions@advising.ufl.edu.

Approved on __________________________________

Denied on ____________________________________  
A written appeal may be submitted up to the last day of class only if you have new information and provide new documentation.

Deferred on ____________________________________  
You have until ______________________ to provide requested information.

Comments:  

Revised 4/16