

Name: _____ UF ID #: _____ College: _____ Major: _____
 Email: _____ @ufl.edu 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.*

| Reason for the petition. Select the appropriate choice below. | |
|--|--|
| I currently have a Universal Tracking hold for my declared major or will receive one for the next term. <i>(Tracking holds must be cleared by your college advisor prior to submitting your petition.)</i> | Your college advisor must provide electronic confirmation via "Advisor Notes". |
| The course is specifically required (not a major elective) for my major and is not offered during Spring or Summer terms. | The undergraduate coordinator for your major must provide electronic confirmation via "Advisor Notes". |
| My graduation will be delayed causing me to graduate beyond my 8th semester (Spring/Summer). <i>*Note: Timely graduation for Computer Science is 9 semesters of Spring/Summer per their academic plan. ** Not being able to graduate early is NOT considered a delay.</i> | Complete the graduation plan on page 3, showing that WITHOUT the course(s) for Fall term, that it will cause you to go beyond your 8th (Spring/Summer term). Your college advisor must confirm that you will not be able to graduate on time without the course(s) in Fall term on the graduation plan or in "Advisor Notes" <i>*CLAS majors will need additional confirmation on the graduation plan or via "Advisor Notes" by their Undergraduate Coordinators.</i> |
| Other: (must specify) | Send an e-mail to CLAS-IA@advising.ufl.edu for specific instructions BEFORE submitting your petition. |
| Resubmission | Resubmission requests require a new IA Petition, updated college/major advisor feedback/comments, Course Request Form & Graduation Plan (if applicable). |

INSTRUCTIONS

- 1) Include a personal statement (one page, typed, and 10 point font or larger) explaining why an exception should be made for you to enroll in on-campus (in-person) fall CLAS courses.
- 2) Include documentation of extenuating circumstances if applicable.
- 3) Fill out the Course Request Form (page 2)
- 4) Meet with your College/Major advisor for department input regarding your petition prior to submitting your petition.
- 5) Complete a labeled graduation plan (page 3) **if applicable**. (Do not include courses in Fall semesters)
- 6) Submit this petition packet via the CLAS IA dropbox.
- 7) **Check for any registration holds on ONE.UF and resolve them. The committee will NOT review your petition if there is a hold, and will deny the petition.**

Course Request Form

What You Need to Know/Expect

- ◆ **Petitions are denied if there are any registration holds preventing registration.**
- ◆ Course(s) requested are for critical tracking purposes for tracking criteria terms 1-5.
- ◆ If a course requires a pre-requisite, and the student is currently enrolled in the pre-requisite, the petition will be reviewed after grades have posted and the course has been successfully completed.
- ◆ Specific section(s) requests will not be accommodated.
 - ◆ Exception: For Varied Topics courses ONLY, specific class number(s) must be identified.
- ◆ We will not enroll students in courses, if there is a scheduling conflict.
- ◆ High demand courses have very limited seat availability (if any). If there are no seats, the petition is deferred until the last meeting to check for seat availability.
- ◆ Course requests to complete non-IA approved majors, minors and certificates will not be approved.
- ◆ Resubmission requests require a new IA Petition, updated college/major advisor feedback/comments, Course Request Form & Graduation plan (if applicable)
- ◆ **Petitions are not accepted after the last deadline date in July.**

List the course(s) requested below. – Do not list courses not taught by CLAS.

| Course Number <i>Include CLAS Number if courses are Special Topics type classes.</i> | Course Title |
|---|---------------------|
| | |
| | |
| | |
| | |
| | |

Alternate course(s) – Do not list courses not taught by CLAS.

| Alternate Course(s) <i>Include CLAS Number if courses are Special Topics type classes.</i> | Identify which course above this is an alternate for from the above list. | Course Title |
|---|---|---------------------|
| | | |
| | | |
| | | |
| | | |

IA Petition Graduation Plan (if required)

Write out your remaining courses starting with your current semester. **DO NOT WRITE IN COURSES as FALL SEMESTERS!** The purpose for completing this plan is to show you will not be able to complete your degree by your 8th Spring/Summer term (9th semester for Computer Science majors) **without** enrolling in the requested required course(s) during Fall term.

| | |
|---|---|
| Spring _____ _____ _____ _____ _____ _____ | Summer _____ _____ _____ _____ _____ _____ |
| Spring _____ _____ _____ _____ _____ _____ | Summer _____ _____ _____ _____ _____ _____ |
| Spring _____ _____ _____ _____ _____ _____ | Summer _____ _____ _____ _____ _____ _____ |
| Spring _____ _____ _____ _____ _____ _____ | Summer _____ _____ _____ _____ _____ _____ |

I confirm that the above plan is correct and shows that the student will require additional semesters (9th tracking term or more) in order to be able to complete degree requirements.

College Advisor Signature

E-mail:

Undergraduate Coordinator Signature
(for CLAS majors)

E-mail: