

Office Use Only: Holds? <input type="checkbox"/> No <input type="checkbox"/> Yes
Major(s): _____

## Innovation Academy Fall Petition for CLAS Courses

Name \_\_\_\_\_ UFID \_\_\_\_\_ Date \_\_\_\_\_

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.)

**Instructions:**

- Attach a personal statement (no more than one page, typed, and 10 pt. font or larger) explaining why an exception should be made to allow you to take on-campus fall courses. Submit petition to **clasp petitions@advising.ufl.edu**
- Provide documentation of extenuating circumstances if applicable
- Check the appropriate box/boxes below:
  - I am off track and need to take tracking courses for my major (courses listed on Course Chart should be for tracking purposes)
  - I am interested in pre-health (*You must meet with a pre-health advisor in the AAC and attach a graduation plan*)
  - The course I need is only offered in the fall
  - My graduation will be delayed without this course
  - Other (must specify): \_\_\_\_\_
  - RESUBMISSION
    - Resubmission requests will require a new IA petition, college/major advisor feedback/comments, & course chart
- Fill out the **Course Chart** and submit with petition for review.
- Meet with your college/major advisor to obtain support to take course. (**This support does not guarantee approval.**)
- **Please review your holds and resolve any that will prevent registration throughout the petition process. The committee will NOT be able to move forward with the review if there is a hold on your account preventing registration.**
- Submit completed form to the Academic Advising Center – Farrior Hall with all supporting materials.
- Decisions will be made once a month beginning the last Wednesday of April and ending the last Wednesday of July.
  - You will receive an email with the results when available.
  - **Petitions submitted in August may be reviewed on a case-by-case basis.**
- If approved, **you will be placed in the course(s) if/when a seat is available.** This could be as late as the last business day in July. Please be aware that seats are not guaranteed. You will receive an email upon placement in course(s).

<b>Current College Advisor Feedback:</b> <input type="checkbox"/> Support <input type="checkbox"/> Do Not Support <i>You may provide feedback on separate form or in Advising Notes as well</i>
Comments: _____ _____ _____
Advisor Signature: _____ Date: _____

..... **OFFICE USE ONLY** .....

CLAS College Decision:  Approved  Denied  Deferred

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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



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## Innovation Academy Fall Petition for CLAS Courses

### Course Chart

- 1) Courses listed are for tracking purposes, graduation requirement, or minor completion
- 2) If a requested course requires a pre-requisite and the student is currently registered for that pre-requisite, **the committee will require a passing grade in the pre-requisite before reviewing the petition.**
- 3) Specific section(s) requests cannot be accommodated.  
 - Exception: For Rotating Topics courses ONLY, students may list the specific section.
- 4) If a course does not have seats available or there is a scheduling conflict within the student's Fall schedule, the committee will not be able to enroll the student in the course/s.
- 5) If there is a hold on the student's account that prevents registration, the committee will NOT be able to review the petition until the hold is removed. **It is the student's responsibility to review their holds and resolve them in a timely fashion.**
- 6) There are some courses that are in high demand and have very limited seats available (if any), if the committee defers the petition due to this, the committee will be checking for seat availability at the next meeting.
- 7) Resubmission requests will require a new IA petition, college/major advisor feedback, comments, & course chart if the requested courses are changing

Please sign and date below, indicating that you have read the above.

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Student Signature Date

Please fill out the chart below.

Course/s Requested	Enrolled <b>(For committee use only)</b>

Alternate courses	Is this an alternate course for a course listed above? If so, which one?	Enrolled <b>(For committee use only)</b>