

# CLAS UF Online College Petition

Name: \_\_\_\_\_ UFID: \_\_\_\_\_ Email: \_\_\_\_\_

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 and Conflict Resolution.*

- **Attach a personal statement (no more than one page, typed, and 10-12 pt font) explaining your extenuating circumstances. Provide documentation of extenuating circumstances (keep copies of documentation for your records) that you think warrant an exception to policy.**
- **You can submit the completed form and any accompanying documents by emailing it to [CLASUFOnline@advising.ufl.edu](mailto:CLASUFOnline@advising.ufl.edu). The Petitions Committee typically meets once a week. Results will be sent to your ufl.edu email in a timely manner.**
- **PaCE students, pre or post-transition, should continue to use the [residential college petition](#).**

| CIRCLE | COMPLETE APPROPRIATE SECTION   | REQUIRED FOR PETITION SUBMISSION  |
|--------|--|---|
| A      | <p><b>Petition to drop</b> the following course(s) from the current term by the published deadline:</p> <p>Course Prefix/Code: _____ Course #: _____</p> <p>Course Prefix/Code: _____ Course #: _____</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 deadline, this can be found in the UF Undergraduate Catalog under <a href="#">Dates and Deadlines</a>.</li> </ul> <p><b>**You should continue participating in the course(s) until you know the results of your petition.**</b></p> |
| B      | <p><b>Continuation in CLAS on Academic Probation</b></p> <p>Major: _____</p>   | <p>Speak with an advisor to discuss:</p> <ul style="list-style-type: none"> <li>• GPA needed to raise UF GPA to a 2.0.</li> <li>• A realistic plan of how to get on-track for your major</li> </ul>   |
| C      | <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:<br/>Course(s) _____</p>                         | <p>If you are petitioning for an additional attempt of a required course for your major, you must reach out to your undergraduate coordinator for your major and request they submit electronic feedback.</p>   |
| D      | <p><b>Transient Coursework</b></p> <p><input type="checkbox"/> Petition to Break Residency</p> <p><input type="checkbox"/> Dual Enroll at _____ during _____ to _____<br/>(institution) (term)</p> <p>take _____<br/>(courses, ex: MAC1105, College Algebra)</p> | <p><b>If your petition is approved:</b><br/>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://registrar.ufl.edu/forms.html">http://registrar.ufl.edu/forms.html</a> for private or out-of-state institutions.</p>   |
| E      | <p><b>Other</b></p> <p>_____</p>   | <p>Discuss your petition with your academic advisor to determine if you should use this form. The advisor will instruct you what to list underneath "Other" if reasons necessitate a petition. Examples of "Other" reasons: S/U after the deadline, Catalog Year change, additional flexible learning classes</p>   |

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

Comments and Conditions: