



Charles E. Schmidt College of Science
UNDERGRADUATE PETITION

DO NOT USE this form if you plan to withdraw from all classes in the current term due to a Medical Hardship, Military Obligations or Death in the Immediate Family. Please contact Dean of Student Affairs office for assistance at http://www.fau.edu/dean/

Student Name: \_\_\_\_\_ Z-Number: \_\_\_\_\_
Major: \_\_\_\_\_ FAU Email: \_\_\_\_\_
(Decisions are sent to this email address)
Telephone Number: \_\_\_\_\_

Please read both pages of this petition carefully. After you complete this form, please email this petition to cosadvising@fau.edu with all needed information on your request describing the extenuating circumstances. Based on the option you check, please provide any needed documentation such as medical records, letters from professors, instructors and etc. If your petition is for a Late Withdraw for one or more classes, you must have each professor complete the Late Withdraw form http://science.fau.edu/student\_services/petitions.php.

Petitions are not considered complete without the required documentation and will be deferred.

I am requesting:

Wavier of Last 30 Hours of Upper Division Course Work
Waiver of 45 Upper Division Credit Hour Graduation Requirement
Approval of Non-Degree Credit Hours
Late Add a Course (Term): \_\_\_\_\_
Change in Sections: \_\_\_\_\_
Change in Grade Type: \_\_\_\_\_
Waive 9 Hour Summer Rule
Late Withdraw of Course/s (Term): \_\_\_\_\_
Course, Prefix, Section & Credit
Total Withdraw for a Specific Term: \_\_\_\_\_ Other: (College Use Only): \_\_\_\_\_
Reinstatement into FAU (Term Requested): \_\_\_\_\_

- If you have attended another college or university since your last enrollment at FAU, please list and request that official transcripts be sent directly to the Office of the Registrar at FAU.
You will need to reapply for admission as a returning student [deadlines for reapplication are July 1 (for Fall), November 15 (Spring) and March 15 (Summer)]. If you do not attend in the term in which you have been approved, your status will revert to "dismissed".

(College or University) (Date of Attendance)

Certification: I hereby certify that these facts are true and accurate to the best of my knowledge.

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

## Guidelines

Please **fully explain** in detail your reasons for petitioning using Microsoft Word© software and attached your word document with this PDF petition when submitting via email.

**Reason(s) for Request:**

Official Documentation Needed: (Must be on letterhead):

|                                     |   |
|-------------------------------------|---|
| ___ Never Attended                  | Have the instructor(s) complete the Late withdraw request form, stating that the student never attended course(s).  |
| ___ Personal Illness                | You will need to provide medical records that provide your dates of appointments, diagnosis and prescribed care. An excuse from a class letter does not constitute medical documentation. |
| ___ Personal and/or Family Problems | Description of problem, with verification from Student Health Services, Physician, Clergy, Police, etc.   |
| ___ Work circumstances              | Employment verification by supervisor (including Schedule, date of schedule change and hours per week).   |
| ___ Other                           | Statement of problem & appropriate verification.  |

- Make and keep copies of all documentation for your records prior to submitting your petition.
- **We will not make copies or return documentation to you.**
- Approval to drop a course(s) DOES NOT mean an approval for refund of fees. Please contact the Controllers Office <https://www.fau.edu/controller/student-services/fee-petitions/>
- Students on Financial Aid are responsible for notifying the Office of Financial Aid regarding any changes to their schedule <http://www.fau.edu/finaid/>
- PLEASE NOTE THAT THE FOLLOWING REASONS ARE NOT ACCEPTABLE TO WITHDRAW LATE FROM A CLASS:
  - You Are Failing Or Not Doing Well In The Class
  - You Have Changed Your Major And No Longer Need The Class
  - You Need To Protect Your GPA.

**For College Office Use Only**  
**UNDERGRADUATE PETITION NOTIFICATION**

**Petition Decision**

\_\_\_ Approved    \_\_\_ Approved for Medical or Personal Hardship    \_\_\_ Denied    \_\_\_ Deferred

**Comments:**

**Signature of College Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Final Action:**

If you have any questions concerning this action, please contact your College Representative via email at [cosadvising@fau.edu](mailto:cosadvising@fau.edu). **College representative will submit original documents to the Office of the Registrar**