College Petition

Date: __________

Name: ___________________________________________         UF ID#: ____________________

Email:______________________@ufl.edu           Year/ Major: _____________________

Student Signature*:_____________________________________

*This authorizes CJC staff permission to contact any individual mentioned in your petition for additional information. Your signature on this form indicates you understand that submitting false or misleading information violates the Student Honor Code. Violators of the Student Honor Code will be reported to the Office of Judicial Affairs.

When submitting a petition, you must attach:
  - A detailed explanation of why you should be exempted from UF or college policy
  - Written or other documentation that supports your explanation

Check one:

☐ Additional drop
☐ Innovation Academy Petition (to take fall classes on campus)
☐ Drop/withdraw after deadline
☐ Substitution of Course/Degree Requirement
☐ Other (the specific requirement for which you are seeking an exemption)

Check list:

☐ Included documentation
☐ Included requirement to be waived
☐ Included personal statement
☐ Copy of Petition for your records
☐ Signed and Date

(Signature)

Committee Action

___ Approved ________________________________

___ Denied ________________________________

Conditions/comments:  Dean  Date
COLLEGE PETITIONS INFORMATION

PETITION TO DROP A COURSE:
1) Meet with your professor to discuss possible options BEFORE beginning the petition process.
2) Briefly explain your reason for petitioning to drop a course (s) on separate sheet. You must provide a personal statement that explains what extenuating situation has occurred that is preventing you from completing the course (s) you wish to drop. Include documentation to support your statement.
3) Approval to drop course(s) does not waive your fee liability. To petition a refund of fees, you must complete a University Petition.
4) The following conditions are NOT VALID reasons for additional drops:
   A. Failing a course
   B. Need to “protect” GPA
   C. Registered for too many hours
   D. Busy with extracurricular activities
   E. Professor suggested dropping

Additional Drop for medical reasons:
Briefly explain your reason for petitioning to drop a course (s) on separate sheet. You must explain what extenuating situation has occurred that is preventing you from completing the course (s) you wish to drop. Include documentation to support your statement (i.e. supporting documents from the Dean of Students Office indicating you are planning to complete a medical withdrawal for all or some of your courses).

PETITION FOR COURSE SUBSTITUTION
Course substitution for a college degree requirement (outside concentration, quantitative option and English elective); students are required to submit a syllabus from the institution where they completed the course as well as supporting documentation from the department/professor that teaches the course at UF.
Course substitution for university degree requirement (GE-N, GE-D): students are required to submit a syllabus and supporting documentation (information to document course meets learning objectives).

PETITION FOR INNOVATION ACADEMY
IA students who petition to take courses during fall semester on the UF campus must include a four-year plan to the petition. Petitions for fall courses must be submitted no later than 4 pm on August 1st.

GRADUATION EXTENSION
As a college we expect you to graduate in a timely fashion. For freshmen this means you need to finish in 4 years, for transfers this means 2 years.

OTHER REQUEST
If you do not see your reason for petitioning on this form, meet with an adviser to discuss your situation. The adviser will help determine if using this process is appropriate or make other recommendations. If the adviser agrees that this is the correct process, then you should complete the petition as advised. Be sure to include your reason for the petition. Also, attach your personal statement and any additional information/documentation to support your request.
Examples of “other” may include but are not limited to: 1) requesting to take classes elsewhere while also taking classes at UF (concurrent enrollment), 2) petitioning to change the grading in a class from standard grading to S/U after the published S/U deadline (please be aware this only approved in extreme cases that are well documented).