



College of Journalism and Communications  
PATH: Professional Advising and Teaching Hub

1060 Weimer Hall  
PO Box 118400

## College Petition

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

Name: \_\_\_\_\_

UF ID#: \_\_\_\_\_

Email: \_\_\_\_\_@ufl.edu

Major: \_\_\_\_\_

Check one:  I am a residential student  I am a UF Online or PaCE (Pre-Transition) student

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.

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### Check one: I am requesting the following:

Drop / withdraw from a class after the deadline

Substitution of course / degree requirement

Additional drop

Other (the specific requirement for which you are seeking an exemption):

\_\_\_\_\_  
\_\_\_\_\_

### Check list:

Did you include documentation?

Did you include your personal statement?

Did you make a copy of this petition for your Records?

Did you sign and date this petition?

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FOR COMMITTEE USE ONLY

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### Committee Action

\_\_\_ Approved

\_\_\_ Denied

Conditions/comments:

Dean

Date

*The Foundation for The Gator Nation*

An Equal Opportunity Institution

# CJC COLLEGE PETITIONS INFORMATION

## PREPARING AND SUBMITTING YOUR COLLEGE PETITION

- 1) Please be sure to fill out the above form in its entirety.
- 2) Write a personal statement explaining the reason for your petition.
- 3) Make a PDF file with the above filled-out form, your personal statement, and any supporting documentation. *\*Please be advised that petitions without adequate supporting documentation will not be approved\**
- 4) Residential students: Submit complete PDF to [advising@jou.ufl.edu](mailto:advising@jou.ufl.edu). UF Online and PaCE students: Submit complete PDF to your UF Online or PaCE advisor.
- 5) You will receive an email telling you that your petition has been received and the date that your petition will be reviewed by the committee
- 6) You will receive the decision or any follow-up information from the committee the Thursday after the date it has been reviewed

## COLLEGE PETITION REVIEW DATES

The CJC Petitions Committee will review properly submitted petitions on the second and fourth Thursdays of every month. These dates are subject to change on a semesterly basis. To ensure your petition is reviewed by a certain date, be sure to submit your petition by the Tuesday before the committee meeting. If your petition is submitted after that Tuesday, we cannot guarantee that it will be reviewed by the committee on the following Thursday. For example, if you would like your petition to be reviewed on Thursday June 9<sup>th</sup>, be sure to submit your petition by Tuesday June 7<sup>th</sup>. Otherwise, your petition may not be reviewed until the next committee meeting, in this case, June 23<sup>rd</sup>.

Committee Meeting times for Summer of 2022 are on the following Thursdays:

**Jan. 19, 2023**  
**Feb. 2, 2023**  
**Feb. 16, 2023**  
**Mar. 2, 2023**  
**Mar. 16, 2023**  
**April 6, 2023**  
**April 13, 2023**  
**April 20, 2023**  
**April 24, 2023**

Please note these dates are subject to change, so if you have any questions about committee times, please reach out to [advising@jou.ufl.edu](mailto:advising@jou.ufl.edu)

## TYPES OF COLLEGE PETITIONS

**Please note:** petitioning for a drop should only occur if **A) You are past the drop/add deadline but the semester hasn't ended yet** OR **B) You need an additional drop because you've already used the drops allotted to you.** If you are within the deadline and have available drops, a petition is not necessary. If reasons A or B apply to you, follow the below instructions.

### 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. Refer to the forms on the Registrar's website:  
<https://registrar.ufl.edu/forms>
- 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 want to take courses during fall semester on the UF campus do not have to file a college petition. Rather, students can submit a CJC course request form. You must indicate in the comments section that you are an IA student. Requests will be accommodated as seats in the requested course become available.

### GRADUATION EXTENSION

As a college we expect you to graduate in a timely fashion. For first year students, this means you need to finish in 4 years. Transfer students will be allowed three years to complete the degree.

### OTHER REQUESTS

If you do not see your reason for petitioning on this form, meet with an advisor to discuss your situation. The advisor will help determine if using this process is appropriate or make other recommendations. If the advisor 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.