

CJC COLLEGE PETITION INSTRUCTIONS

- 1) Fill out the form completely.
- 2) Write a personal statement explaining the reason for your petition. You are a CJC student at THE University of Florida. Your written statement should reflect strong written communication skills.
- 3) Petitions without adequate supporting documentation will not be approved.
- 4) Save your petition as a combined PDF that includes the petition **and** supporting documentation.
- 5) Residential students: Submit your petition to advising@jou.ufl.edu.
- 6) UF Online and PaCE students: Submit your petition to your UF Online or PaCE advisor.
- 7) You will receive an email confirming that your petition has been received and the approximate date that your petition will be reviewed by the committee.
- 8) You will receive the decision or any follow-up information from the committee the week after the date it has been reviewed.

COLLEGE PETITION REVIEW DATES

The CJC Petitions Committee will review properly submitted petitions on the first and third Thursdays of every month. Be sure to submit your petition *by noon on the Monday before the committee meeting*. If your petition is submitted after the deadline, we cannot guarantee that it will be reviewed by the committee that week. If your petition is not formatted properly as outlined in the instructions, it will be recycled back to you and will likely delay the review by the committee.

The CJC Petitions Committee will meet on the following Thursdays in summer 2025:

May 15, 2025
June 5, 2025
June 18, 2025 (early due to 6/19 holiday)
July 3, 2025
July 17, 2025
Aug. 7 2025

These dates are subject to change, so if you have any questions, please send your inquiry to advising@jou.ufl.edu.

TYPES OF COLLEGE PETITIONS

PETITION TO DROP A COURSE:

A petition to drop a course is necessary only if 1) you are past the drop/add deadline, but the semester has not ended yet, or 2) you need an additional drop because you have already used your allotted drops. If you are within the deadline and have available drops, a petition is not necessary. If reasons 1) or 2) apply to you, follow these instructions:

- 1) Meet with your professor to discuss possible options BEFORE beginning the petition process.
- 2) Fill out the petition completely. Be thorough and thoughtful. Use proper grammar and sentence structure. Explain why your situation is unique and deserves special treatment. Include as much documentation as possible.
- 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](#).
- 4) The following conditions are **NOT VALID** reasons for additional drops/drop past the deadline:
 - a. Failing a course
 - b. Need to "protect" your GPA
 - c. Registered for too many hours
 - d. Busy with extracurricular activities
 - e. Professor suggested dropping

ADDITIONAL DROP FOR MEDICAL REASONS:

Explain your reason for petitioning to drop a course(s) on separate sheet. You must explain the extenuating circumstances that are preventing you from successfully completing the course(s). Include documentation to support your statement (i.e. supporting documents from medical care providers, as long as you are comfortable sharing those documents).

PETITION FOR COURSE SUBSTITUTION:

- Course substitution for a college degree requirement (*outside concentration, quantitative option, 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 CJC courses during fall semester on the UF campus *do not have to submit a college petition*. Students can simply 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. IA students who want to take a non-CJC course during fall on campus should contact the IA advisors to determine if other colleges require a petition.

GRADUATION EXTENSION:

Our college expects 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 up to three years to complete their degree (including summers).

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.

COLLEGE PETITION

(cover sheet)

DATE: _____

NAME: _____

UFID: _____

UFL EMAIL ADDRESS: _____@ufl.edu_____

CURRENT MAJOR: _____

Check one:

☐

I am a residential student

☐

I am a UF Online or PaCE (pre-transition) student

By signing below:

- I hereby authorize CJC staff to contact any individual mentioned in this petition for additional information.
- I understand that submitting false or misleading information violates the UF Honor Code, and that if I do violate the UF Honor Code, I will be reported to the UF Office of Student Conduct and Conflict Resolution.
- I also understand that the decision on this petition *will be retracted* if I change my major to a major outside of the CJC.

Student Signature

Date

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(page two)

Check the appropriate boxes and include the details on the line provided:

☐

I am petitioning to drop a class after the drop deadline

Course: _____

☐

I am petitioning for an additional drop (i.e. I've already used my allocated drops)

Course: _____

☐

I am petitioning to substitute a course required for my major

Required course: _____

Proposed substitute: _____

☐

I am petitioning to waive a university regulation (i.e. break residency)

Regulation: _____

☐

I am petitioning to waive a degree requirement

Requirement: _____

☐

OTHER. I am petitioning to _____

SUPPORTING DOCUMENTATION:

In addition to my personal statement, the following documents are included in this PDF to support my petition:

1) _____

2) _____

3) _____

4) _____

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(page three)

PERSONAL STATEMENT

Paragraph one: Introduce yourself with your name, UFID, and current major.

Paragraph two: State exactly what it is you are petitioning, referencing the information you provided on page two.

Paragraph three: Provide a thorough explanation as to why you feel that the committee should approve your petition. Refer to the information contained in the supporting documents that you listed on page two. Remember, write an organized explanation and use proper grammar and punctuation. You are a CJC major – writing, and writing well, is a hallmark of your degree.

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(page four)

Submission checklist

Initial each item below.

- The cover sheet is filled out completely and includes my signature and the date. My signature indicates that I understand the terms and conditions as outlined on the cover sheet.
- Page two is filled out completely. It includes the reason for my petition and a list of documents I'm including to support my request.
- Page three is filled out completely. I have articulated the details of my petition and have clearly stated why I believe a college or university policy/requirement/regulation should be waived or amended to meet my specific situation and needs.
- I understand that I must submit the cover sheet, pages two, three, and four, and supporting documents *as one PDF*. I understand that if I don't, I will be asked to do so, and in so doing, I understand that this will potentially delay the full review of my petition by the committee.
- I understand that if I change my major outside of the CJC, the outcome/decision on my petition will be rescinded and will not be applicable to the requirements of my new non-CJC major.

Signature

Date

(for committee use only)

Committee decision:

☐

Approved

☐

Denied

Conditions/comments:

Signature of College Representative
(on behalf of Associate Dean Ted Spiker)

Date