

UFID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Class/College \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

For detailed instructions, go to <http://www.registrar.ufl.edu> and click on Petitions Info or go directly to <http://www.registrar.ufl.edu/currents/petitioninstructs.html>.

☐ Petition Term(s)/Year(s): \_\_\_\_\_ (e.g. Summer C 2010, Fall 2010, etc.)

Please state your petition request, (e.g. retroactive drop or withdrawal, request for refund, or other request).

In reference to the courses you are petitioning, please clarify if you are requesting "all courses" in a term or list the course prefix(s) and number(s), e.g. CHM 2211, as well as the section number(s) of the courses you are petitioning.

Please explain any extenuating circumstances that support your petition in an attached, typed statement. Please limit the statement to one typed page (10 pt. font or larger). Only **one** page will be reviewed by the committee.

- ☐ Please note: If a retroactive drop or withdrawal is approved for courses taken since the start of the Fall 2009 term for which you received Bright Futures funding, you will be required to repay the Bright Futures funding used per F.S. 1009.53.
- ☐ It is important to note that the committee believes all petitions should normally be submitted within six months of the end of the term during which the petitionable event occurred. If you are submitting this petition outside of that timeframe, it is particularly critical that you specify the reasons for this delayed request.
  - ☐ However, per FAC Rule 6C-7.002(10), all requests for a refund of fees must be submitted to the university within six months of the close of the semester to which the refund is applicable.
- ☐ Introductions and/or closing statements should not be included.
- ☐ The Petition Statement should focus on the pertinent issues that led to the petition, i.e. what happened, when it happened (in chronological order with dates specified), why you were prevented from being successful in the semester, why you did not drop or withdraw by the deadline, etc.
- ☐ Submit documentation to substantiate or support the claims in your statement.
  - ☐ E.g. Letter from medical professional (see online instructions), certificate of death, etc.
- ☐ You may check your Petition Status online on [www.isis.ufl.edu](http://www.isis.ufl.edu).

Please list the documentation attached. Documentation should be submitted on official letterhead.

All documentation is subject to verification. **Any submission of false or fraudulent information or documentation could warrant judicial sanction.**

I hereby certify that the information and documentation that I have submitted for this petition is true and accurate to the best of my knowledge.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*COMMITTEE USE ONLY\*\*\*\*\*

Committee Action: Approved ☐ Denied ☐ Deferred ☐

Notes/Comments: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_