

**GENERAL PETITION REQUEST**

This form should be used by students who are petitioning College policies. Once completed, please submit the form, personal statement (limited to 1 page) and any supporting documentation to your academic advisor for processing. Please contact your academic advisor if you have questions about this process.

**To be completed by student:**

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\* This authorizes CHHP 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.

Circle One	Complete appropriate section and review corresponding instructions on reverse	Remember To:
<b>A</b>	<b>Request additional drop(s) OR Request to drop a course after the deadline</b> (Current term requests only)	<ol style="list-style-type: none"> <li>1. Include documentation</li> <li>2. Submit by the published drop deadline</li> <li>3. Include personal statement explaining the extenuating circumstances. (limited to 1 page)</li> </ol>
<b>B</b>	<b>Exception to CHHP Internship policy request(s)</b>	<ol style="list-style-type: none"> <li>1. Include documentation</li> <li>2. Include personal statement (limited to 1 page)</li> </ol>
<b>C</b>	<b>Break UF Residency by _____ hours</b>	<ol style="list-style-type: none"> <li>1. Include documentation</li> <li>2. Include personal statement (limited to 1 page)</li> </ol>
<b>D</b>	<b>Other Request (please specify):</b> _____ _____ _____	<ol style="list-style-type: none"> <li>1. Consult with an advisor before you complete this request.</li> <li>2. Include personal statement (limited to 1 page)</li> </ol>

<b>OFFICIAL USE ONLY:</b>	
Hours: _____ GPA: _____ Class/College: _____ Tracking Term: _____ Major: _____	
Drops Used/Available: _____ / _____ Catalog Year: _____ Anticipated Internship Term: _____	
<b>Academic Advisor:</b> Approved on: _____ Denied on: _____ Deferred to DPC on: _____	
Comments:	
<b>Department Petitions Committee:</b> Approved on: _____ Denied on: _____	
Comments:	
<b>College Petitions Committee:</b> Approved on: _____ Denied on: _____	
Comments:	
<b>Associate Dean:</b> Approved on: _____ Denied on: _____ Signature: _____	
Comments:	

## **GENERAL INSTRUCTIONS FOR ALL REQUESTS:**

You must submit a personal statement (limited to 1 page) explaining how an extenuating circumstance is responsible for all requests and attach documentation of your claim.

### **GENERAL GUIDELINES FOR DOCUMENTATION FOR ALL PETITIONS:**

- 1) Make and keep copies of all documentation for your records prior to submitting your petition
- 2) Medical documentation should be on physician's letterhead and contain a statement from the physician stating that your request is necessary due to your medical condition.
- 3) Letters from employers, rental agents, other business or university officials must be on appropriate letterhead.
- 4) Letters from Parents or other individuals must be signed and NOTARIZED.
- 5) If there was a death in the immediate family (parent, spouse, child, sibling) you must provide an obituary and proof of relationship.

#### **[A] PETITION TO DROP A COURSE** (current term requests only)

- 1A) You must continue attending the course(s) until you know the results of your petition.
- 2A) Meet with your professor to discuss possible options BEFORE beginning the petition process.
- 3A) Briefly explain your reason for petitioning to drop a course(s) on a 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.
- 4A) Approval to drop a course(s) does not waive your fee liability. To petition a refund of fees, you must complete a University Senate Petition.
- 5A) The following conditions are NOT VALID reasons to petition for additional drops and will automatically be denied:
  - Failing the course
  - Registered for too many hours
  - Transferring to another school
  - Busy with extracurricular activities
  - Need to "protect" GPA
  - Professor said you should drop
  - On a scholarship or financial aid
  - Failure to attend a class
  - Requirements changed due to major change
  - Failure to confirm schedule before the end of drop/add
  - Inadequate or no documentation is provided.
  - Documentation does not support reason for dropping
  - Did not check for prerequisites prior to adding the course

#### **[B] REQUEST FOR EXCEPTION TO HHP INTERNSHIP POLICY**

- 1B) Review HHP Internship policy prior to submission of petition (<http://hhp.ufl.edu/index.php/current-students/current-students/internship/>)
- 2B) Explain your rationale for requesting an exception to this policy
- 3B) If petitioning to enroll in a course while interning, please indicate if the requested course is required for major (includes dual degree/double major) and/or minor, graduate school prerequisite, or general elective.
- 4B) Include documentation to support your request.

#### **[C] RESIDENCY**

1C) Explain why you cannot complete your degree requirements at UF. If personal or financial reasons, you must provide documentation. You must also provide written approval on letterhead from the undergraduate coordinator of your major and/or minor if you will be taking a course for your major and/or minor. If substantial hours have already been transferred to UF, the petition will be denied, even if there is a sound reason for petitioning.

#### **[D] OTHER REQUESTS**

Please consult with an academic advisor to discuss your special request BEFORE you submit this petition.