



College Petition

Name: _____ UF ID#: _____ Email: _____@ufl.edu

Your signature on this form indicates you understand that submitting false or misleading materials violates the [Student Honor Code](#). Violators of the Student Honor Code will be reported to the Office of Student Conduct & Conflict Resolution.

Student Signature: _____ Date: _____

Steps to Submit a College of Liberal Arts and Sciences Petition

- Complete this form.
- Attach a personal statement explaining your extenuating circumstances. Provide documentation of extenuating circumstances that you think warrant an exception to policy.
- Complete the additional instructions found in the right column for the type of petition you select.
- Submit completed form with all supporting materials to the [Petitions Dropbox](#). Results will be sent to your ufl.edu email when ready.

| SELECT | COMPLETE APPROPRIATE SECTION | TO HAVE YOUR PETITION REVIEWED, YOU MUST: |
|--------|--|---|
| | <p>Petition to drop the following course(s) from the current term by the published deadline:</p> <p>Course #: _____ Class #: _____</p> <p>Course #: _____ Class #: _____</p> <p>**You should continue attending the course until you receive the results of your petition.**</p> | <ul style="list-style-type: none"> • Attach "Instructor Recommendation" for each course you are petitioning to drop • In your personal statement be sure to articulate how your extenuating circumstances specifically impacted the course(s) you are petitioning to drop. Please articulate why your extenuating circumstances impacted the requested coursework more than your other courses this semester. • Submit by the current semester's published drop deadline |
| | <p>Continuation in CLAS Major</p> <p><input type="checkbox"/> Off-track two consecutive terms in _____ major</p> <p><input type="checkbox"/> Two unsuccessful attempts of required course(s) for major:</p> <p>Course(s) _____</p> | <ul style="list-style-type: none"> • Required Graduation Plan – please complete the a graduation plan using this form. This graduation plan needs feedback and a signature from your undergraduate coordinator (contact information found here). Please upload this form with your petition after you have completed it and received the feedback and signature. • In your personal statement be sure to outline the reason(s) that you are off track in your major/have not completed a major course within two attempts. Be sure to articulate why you would like to remain in the major. Please also describe any changes that will support your success in future semesters. |
| | <p>Graduation Extension</p> <p>To complete the desired major or minor(s) of: _____</p> <p>To complete the dual degree or double major of: _____ and _____</p> | <ul style="list-style-type: none"> • Attach your completed change of major, dual degree/double major application with all required signatures with Graduation Plan. This graduation plan needs feedback and a signature from your undergraduate coordinator. • In your personal statement, explain your educational objective for continuing beyond the typical 8 Fall/Spring semesters (or 4 Fall/Spring semesters for transfer students). Documentation of this educational objective (i.e., a graduate program requiring the credential for admission) is generally expected. |
| | <p>Petition to Break Residency by _____ Hours</p> | <ul style="list-style-type: none"> • If you are requesting to take a major requirement at another institution, please provide feedback from your undergraduate coordinator (screenshot or advising note). • In your personal statement be sure to include the following: <ul style="list-style-type: none"> ○ What institution are you hoping to take courses through? ○ What semester are you hoping to take courses at another institution? ○ What courses are you hoping to take? ○ Please describe the extenuating circumstances that prevent you from completing your final 30 credits through UF. • Please attach documentation verifying the extenuating circumstances you have described above. • If you are requesting to take a course at a Florida public institution, please also submit an application on Florida Shines. |
| | <p>Other</p> <p>_____</p> | <ul style="list-style-type: none"> • If you do not see your reason for petitioning on this form, then meet with an advisor to discuss your situation. The advisor will help you determine if using this process is appropriate or make other recommendations. If the advisor agrees this is the correct process, they will instruct you on the information you need to provide before submitting. |