

UFID

Last Name

First Name

MI

\*\*\*IMPORTANT\*\*\*

Once a degree has been conferred, students are no longer eligible to petition.

- To complete this form, contact the advising office in your college/department.
- Do not submit any petition documentation to the Registrar's Office, especially instructor forms, until this form is completed. The Interviewing Officer may request to review the petition so he or she can provide a more detailed statement.

Student must check the appropriate box below. If the student waives their right, they will not be able to review any information provided by the Interviewing Officer.

- ☐ I do not waive my right to have access to the information provided by the Interviewing Officer for this petition.
 ☐ I waive my right to have access to any information provided by the Interviewing Officer for this petition.

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

Student Signature:

Date:

\*\*\*\*\*BELOW IS FOR INTERVIEWING OFFICER USE ONLY\*\*\*\*\*

Interviewing officer comments are extremely important to the Committee's deliberations. The interviewing officer and the student must discuss the academic record, reasons for petitioning, extenuating circumstances, and plans for future enrollment. If the student is requesting multiple actions on the petition request form, you must explain your support or objection for each request below or submit an attached statement on letterhead.

Has this student graduated?

Yes

No (Students who have graduated are not eligible to petition.)

Has this student applied to graduate?

Yes

No

If approved, will it delay graduation due to not meeting a degree requirement?

Yes

No

Did the student clearly communicate their extenuating circumstances?

Yes

No

Did the student include a clear timeline of events?

Yes

No (If no, request student provide a timeline or re-write personal statement.)

Have you reviewed documentation to support this petition?

Yes

No

If yes, please list documentation:

Did you suggest the student provide additional supporting documentation?

Yes

No

If yes, list suggested documentation:

Based upon all available information, I, the Interviewing Officer

- ☐ Fully support this petition.
 ☐ Partially support this petition (multiple requests only)
 ☐ Support this petition with reservation.
 ☐ Do not support this petition.

Interviewing Officer's Signature

Printed Name

Date