

UFID _____ Last Name _____ First Name _____ MI _____ Date _____

Mailing Address: _____
Street address _____ Apt _____ City _____ State _____ Zip _____

Email Address: _____ Phone Number: _____

Instructions – All of the following petition materials must be provided at the time of submission. Incomplete petitions will not be accepted.

- Attach personal statement, which will only be reviewed if it is one page, double spaced and 12 pt. font.
- Personal statement should explain extenuating circumstances and focus on pertinent issues.
- **Both the interviewing officer statement form and the instructor statement form for each course must be completed as part of the petition process.**
- Supporting documentation must be submitted to substantiate the claims in your statement.
- **Petitions for refunds** should be submitted within six months from the close of the petitioned term.
- Students should keep a copy of all submitted petition materials for resubmission if necessary.
- Petitions must be monitored online at <https://one.ufl.edu/> to see decision or request for additional documentation. Click Access other Student Self Services → My Record → Petition Status.

In the space below list the terms that are involved in this petition. (E.g. Summer C 2014, Fall 2012, etc.)

List petition terms: _____

In the space below, list your requested actions and the courses involved. Examples of possible actions are: **Drop a courses, cancel a courses from academic record, and/or refund a courses.**
If the petition is for all courses within a term, write "all courses" for the specified term.
If the petition is selective, list the prefix, number, and section or class number for each course.

List requested actions and courses below:

I, the undersigned, hereby declare that I understand and agree to the information listed on this document. I certify that the information submitted for this petition is true and accurate to the best of my knowledge.

Student's Signature: _____ **Date:** _____

*****BELOW IS FOR COMMITTEE USE ONLY*****

Committee Action: Approved Denied Deferred

Notes/Comments: _____

Authorized Signature: _____ Date: _____