

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 claim(s) 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 term(s) that are involved in this petition. (E.g. Summer C 2014, Fall 2012, etc.)

**List petition term(s):** \_\_\_\_\_

In the space below, list your requested action(s) and the course(s) involved. Examples of possible actions are: **Drop a course(s), cancel a course(s) from academic record, and/or refund a course(s).**  
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 action(s) and course(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_