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 6 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.uf.edu/ to see decision or request for additional documentation. Click Student Self Service → 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 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: _____________

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

Committee Action: Approved ☐ Denied ☐ Deferred ☐

Notes/Comments: _____________________________________________________________

________________________________________________________________________________________

Authorized Signature: ___________________________________________ Date: _____________