

UFID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street address Apt City State Zip

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Instructions**

- Attach personal statement, it will not be reviewed unless it is only one page, double spaced and 12 pt. font.
- Personal statement should explain extenuating circumstances and focus on pertinent issues.
- Petitions should be submitted with supporting documentation to substantiate the claims in statement.
- **Petitions for refunds** should be submitted within 6 months from the close of the petitioned term.
- Petitions requiring an Interviewing Officer Statement should not have any documents submitted to the Registrar Office, especially instructor forms, until the statement is acquired and attached to the petition.
- Students should keep a copy of all submitted petition materials for resubmission if necessary.
- **Petition** can be monitored at <http://www.isis.ufl.edu/> to see decision. Click on My Record > Petition Status.
- For detailed instructions visit: <http://www.registrar.ufl.edu/currents/petitioninstructs.html>

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 the action/s you are requesting and the course/s involved in the above term/s.  
 Examples: Withdraw, drop, refund, cancel of course/term from academic record, or refer to the above web link.  
 If the petition is for all courses within a term write "all courses".  
 If the petition is selective list the prefix, number, and section for each course.

**List requested action/s & course/s:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby 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: \_\_\_\_\_