FAU
STUDENT ACADEMIC SERVICES
College of Business
Florida Atlantic University

Form 1
The Business Petition

Please Carefully Read Below Before Completing This Petition

Instructions

1) Fill out petition completely before submitting. Incomplete petitions will not be reviewed.
2) You may attach any personal statement and/or supporting documentation of claim or hardship. **For extension requests, documentation of extenuating circumstances is *required*.**
3) Please submit petition to Student Academic Services via e-mail to COBAdvising@fau.edu.
4) Students will be notified by FAU email of the decision. Make sure to include your FAU email address. If you do not provide an FAU email address, you will not be notified. The usual time frame for notification of a decision is two weeks. All submitted documents become property of the College and will not be returned or saved. Please keep originals and make necessary copies for your records.

Please Note:

- Form 1 should be used for concurrent enrollment, course waivers, requirement exceptions, Summer Rule, and course equivalent/ substitution taken at Florida Atlantic University.
- Use Form 2 - Course Equivalent/Substitution petition for courses taken outside of Florida Atlantic University.
- Do not write on the back of this form. Please attach any additional paperwork to form.
- Do not use Form 1 for Late Withdrawal requests. Instead use Form 3.
- For concurrent enrollment or for an exception of a rule in order to graduate, please attach a copy of your graduation audit.
- Petition appeals must be submitted within 10 business days of the initial petition decision date.

Last Name: _____ First Name: _____ Student Number: Z#_____

Daytime phone (_____)_____-_____ FAU E-mail (required):_____@fau.edu

Major(s):_____ Primary Campus (Select one): Boca   Davie   Jupiter   Online

I am requesting: _____

Date: _____

Briefly explain the reason(s) for the request, including hardships or extenuating circumstances. Attach a separate page if needed along with any relevant documentation. **For extension requests, documentation of extenuating circumstances is *required*.**

_____

_____

_____

Departmental Use Only – Students: Do not complete below

☐ **Approved**   ☐ **Denied**   ☐ **Deferred**   ☐ **No Action**

Assistant Dean or Director's Signature: _____ Date: _____

Comments to Student: _____

_____

_____

_____

_____

Internal Comments: _____

_____

Student Notified on: ____/____/____by: e-mail phone in-Person. Entered into Banner on: ____/____/____by _____.