

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.
- 3) Please submit petition to Student Academic Services: Boca Campus (Fleming West 102 or fax: 561-297-3978), Davie Campus (Liberal Arts 444 or fax: 954-236-1298), or 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 waiver or other request, including hardships or extenuating circumstances. (You may attach a separate page if necessary.)

Departmental Use Only – Students: Do not complete below

Approved
 Denied
 Deferred
 No Action

Assoc./Asst. Dean, Dept. Chair, or Representative's Signature: _____ Date: _____

Comments to Student: _____

Internal Comments: _____

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