FAU | COLLEGE OF BUSINESS | STUDENT ACADEMIC SERVICES

Form 7: Part-time Registration Petition

IMPORTANT: Students should be aware of the Limitations on Number of Withdrawals Policy: Undergraduate students may not withdraw from more than two courses at the lower-division level and from more than three courses at the upper-division or higher level. Zero- and one-credit courses are excluded from these limitations. Exceptional Circumstance Withdrawals, which carry the "WM" grade, are excluded as well.

This form is not appropriate for all students; <u>please read all instructions carefully</u>, and submit only when directed to do so by an academic advisor.

- 1. Fill out this form completely before submitting. Incomplete forms will not be reviewed.
- 2. You must attach a personal statement and/or supporting documentation of claim or hardship.
- 3. 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.

Student Name:	Z#
Phone Number: FAU E-mail:	
How many credits are you planning to keep?	Term Requested:
Reason for Request Check one of the boxes below. Attach a personal statement and reason for your request.	ent along with any relevant documentation to support your
☐ Academic Standing (Was Suspended or Dismissed)	\square Major Sequencing/Restrictions
☐ Disability	☐ Military
☐ Medical Reason (See below)	Graduating this Term (no documentation needed)
 The statement/documentation must be on official I The statement/documentation must include the do 	Diagnosis (DCM / ICD), prognosis and dates of treatment. letterhead (not a prescription notepad).
	Date:
Departmental Use Only—DO NOT write in this area. □ Approved □ Denied □ Deferred □ No A Comments to Student:	Assistant Dean or Director Signature Date
Internal Comments:	
Student Notified on:/ by: e-mail phone in	n-Person. Entered into Banner on:/byby