

This Petition provides students with a process to request a removal of grade and course, or replacement of grade with a DR grade due to documented extenuating circumstances. Extenuating circumstances are those determined to be exceptional and beyond the control of the student and based on the **Florida Board of Governors Regulation 7.002(11)**. Petitions for removal of grade and course must be submitted no later than **six months after the end of the term in which the courses were taken. Drop requests received later than six months after the end of the term in which the courses were taken will only be considered for replacement of grade with a DR grade.** A student must complete this form and attach all required documents supporting the extenuating circumstances that negatively affected his/her attendance and/or progress in one or more course(s).

TO BE COMPLETED BY THE STUDENT:

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Date: _____

Panther ID Number

Affected Semester: _____
(For multiple terms, submit a student petition for each term.)

Last Name: _____ First Name: _____

Phone: _____ FIU E-mail: _____@fiu.edu

Part One: Indicate which type of petition you are requesting (select one):

Drop request after the deadline. Continue to select which administrative action, then proceed to **Part Two** to indicate reason for drop.

 Removal of Grade and Course (*Not available after six months after end of term*):

Tuition Charges are removed.
 Financial Aid **MAY** be reduced or cancelled.
 Financial Aid Refund **MAY** have to be returned.
 Housing Charges are **NOT** removed.
 Course(s) will **NOT** count towards excess credit, repeat surcharge, and SAP-PACE.
 Grades removed **MAY** affect GPA.

 Replacement of Grade with a DR Grade:

Tuition Charges are **NOT** altered.
 Financial Aid **MAY** be reduced or cancelled.
 Course(s) will count towards excess credit, repeat surcharge, and SAP-PACE.
 DR Grades will **NOT** affect GPA.
 Any outside or third-party payments, including housing charges, contact the appropriate department.

Part Two: Attach a typed statement explaining the reason for your petition. Be specific about the reason for your request and desired outcome. **It is required that appropriate supporting documentation be attached** (see details below). Proceed to **Part Three** to indicate which courses to drop. Complete a separate petition for courses in a different term.

 Medical (Submit the Medical Support Form, completed by attending health care provider)

 Death in the Immediate Family (Immediate family includes spouse, child, sibling, parent, or grandparent – Must submit family member’s death certificate and appropriate documentation (i.e. birth certificates) to indicate the student’s relation to the deceased)

 Involuntary Call to Active Military Duty (Must submit copy of military orders). Does not include students volunteering for active duty or annual training that has been given prior notice.

 Other (Circumstances determined by the University to be exceptional and beyond the control of the student)
SUBMISSION INSTRUCTIONS

- 1) Login to your my.fiu.edu account
- 2) Click on Upload My Documents
- 3) Select REGISTRATION from the drop-down menu
- 4) Select STUDENT PETITION from the drop-down menu
- 5) Submit

Part Three: List the courses to be considered for this petition. You may select any or all courses within a given semester. Proceed to complete **Part Four**.

Class Number:	Subject:	Course Number:	Section #:
12345	ENC	1101	U01

Part Four: Complete this section by answering the following questions and acknowledge by providing your signature at the bottom.

1. Are you an International Student with an F1 or J1 Visa? Yes No
 If 'Yes,' provide ISSS Advisor name and signature:

ISSS Advisor Name (Print): _____ Signature: _____

2. Are you receiving veteran benefits? Yes No
 Students receiving Veterans Benefits will be responsible to return all VA funding through the GI Bill or tuition assistance. Final amount may differ from the estimated amount.
3. Are you a student athlete? Yes No
 Requests will be reviewed with Athletics Compliance or SAAC.

I understand that if I am receiving financial aid, scholarships, or veteran’s educational benefits or I am an International Student, this petition can adversely affect me and I may have to repay a portion or all of any aid, scholarships, or other benefits, even if I have an approved petition for a refund due to extenuating circumstances.

NOTE: Any balances due as a result of this petition approval will be due immediately and will prevent registration, enrollment verification, and requesting of official transcripts until amount is paid in full.

The above information is complete and correct, and the documentation provided is true and authentic. I understand and agree to the policies and procedures of Florida International University and those specific with this petition. ***Please note that students cannot request a petition after their degree has been posted.***

Student’s Signature: _____ Date: _____

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