

Student petitions are filed for consideration of exception to a University policy. The Policies and Procedures for the Student Petition have been established by **Florida Board of Governors Regulation 7.002(11)**. **Drop requests received later than six months after the end of the term in which the courses were registered will only be considered for DR grades.**

TO BE COMPLETED BY THE STUDENT:

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Panther ID Number

Date: _____

 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):
 Add a class or additional credits after the deadline. Continue to **Part Three** or **Part Four** to list courses to be added.

 Drop or withdraw 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 will be adjusted.
 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 adjusted.
 Financial Aid Refund does not have to be returned, except when all courses are dropped.
 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.

 Other. Explain: _____

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 (details below).

 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 requesting active duty or annual training.

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

- Submit form to a OneStop Enrollment Coordinator in:
 MMC, SASC Building, 1st Floor; Phone: 305-348-7000
 BBC, AC1 100; Phone: 305-348-7000

