

## PETITION INFORMATION

### Previous Semester

#### **Petition to withdraw retroactively from a previous semester for medical reasons**

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A Sub-Committee of the University Petitions Committee is available to consider petitions to withdraw retroactively from **all classes** from a previous semester for **medical reasons only**. If your retroactive withdrawal/drop is for selected classes or for non-medical reasons, please visit the University Registrar. Medical withdrawals include physical as well as psychological/emotional reasons, pertaining to the student or their immediate family, which includes mother, father, brother, sister. Immediate family may also include a spouse or child of the student.

The procedure for petitioning to withdraw past the published deadline because of medical reasons includes the following:

1. Obtain a packet of petition materials from Ms. Linda Steger at the Dean of Students Office, 202 Peabody Hall.
2. Fill out the Senate Petition Summary and Action Form and the Request for Senate Petition, and return paperwork to Ms. Steger at the Dean of Students Office.
3. Have the instructor complete the Instructor Recommendation Form for each of the courses for which you were registered during the term in question. If the instructor is no longer at UF, the department chair can sign off on the Instructor Form. The completed forms can be given to students directly, or the instructor may mail the forms through campus mail c/o Ms. Linda Steger, at P.O. Box 114075, Gainesville, FL 32611. Forms may also be faxed to 352-392-5566.
4. Obtain medical documentation from a physician, psychologist, or counselor. The documentation should be a letter on the physician/psychologist/counselor's letterhead. The documentation should include the nature and duration of the student's illness/personal problems during the term in question as well as an indication whether the student's illness/personal problems interfered significantly with the student's ability to perform academically. Also include dates services were provided by the treating specialist, and a recommendation or support of student's petition to withdraw. Documentation should not be from a family member.
5. Have a personal interview or phone interview with a committee member at the Dean of Students Office in 202 Peabody Hall. The Dean of Students Office number is 352-392-1261. Call Ms. Linda Steger, at Ext. 209 to schedule your appointment. **The interview can not take place until all the above paperwork is completed and turned in to Ms. Steger.**
6. After completing all of the above steps, the petition committee will meet on said petition. The Sub-Committee meets weekly on Tuesday mornings. Students can obtain information about the Sub-Committee's decision by calling Linda Steger, 392-1261, extension 209, the next day. Students also will receive a copy in their mail of the decision action indicated by the Sub-Committee. If the Sub-Committee denies the student's petition, the University Senate Petition Committee located within the Office of the University Registrar (222 Criser Hall, phone 352-392-1374) will automatically hear it as part of the appeal process.



UFID Last Name First Name MI Class/College Date

Mailing Address Apt # City State Zip Code Phone Number

Email Address

OFFICE FOR STUDENT SERVICES

Medical withdrawal - To withdraw from all courses for medical reasons - current and previous terms. Report to the DEAN OF STUDENTS OFFICE in 202 Peabody Hall.

COLLEGE PETITIONS - Current Term (Fall and Spring) Only (contact your college to petition the following requests after the published deadline)

- Change from standard letter grade to the S/U Option in (course) (section)
Add course : section ; course : section ; course : section
Drop course : section ; course : section ; course : section
Withdrawal from all courses prior to the end of the term

SENATE PETITIONS COMMITTEE

- Add and grade of for the term.
Drop and grade of for the term.
Drop and grade of for the term.
Refund of fees for for the term. Course(s) must be dropped before a refund will be considered.
\*\*\* Have you attended this course or semester?
Withdrawal (all courses non-medical) from the term.
Other (please explain):

\*\*\*\*\*COMMITTEE USE ONLY\*\*\*\*\*

Committee action: Approved Denied Deferred

Terms of probation/comments:

Authorized signature

Effective for term
Date Registrar notified
Date student notified

Return form to: Linda Steger
Dean of Students Office
P.O. Box 114075 / 202 Peabody Hall
Gainesville, FL 32611
Fax: 352-392-5566 Phone: 352-392-1261



Request for Senate Petition

UFID Last Name First Name MI Class/College/Major

Mailing Address Apt# City, State Zip Code

Phone Number: ( ) Email Address:

Referring to the Senate Petition Summary and Action form, identify the reason for this petition:

Explain fully any extenuating circumstances that support your petition. Attach all documentation that will be helpful to the committee in making a decision (attach additional pages, if needed). Please print or type.

I hereby certify that the facts above are true and accurate to the best of my knowledge.

Student's Signature

Date

Return form to: Linda Steger
Dean of Students Office
P.O. Box 114075 / 202 Peabody Hall
Gainesville, FL 32611
Fax: 352-392-5566 Phone: 352-392-1261



Make additional copies of this form as needed.

To the student: It is your responsibility to make sure that the instructor fills out and submits this form. If the instructor is no longer at the University of Florida, the department chair is authorized to complete this form.

UFID Name of Student Class/College Course & Number Section Prefix Cred Term/Year

Student's Signature I waive my right to have access to the information provided below. I do not waive my right to have access to the information provided below.

Email Address

FACULTY USE ONLY

The Senate Committee on Student Petitions is composed of faculty members who have been assigned the responsibility of handling petitions from students seeking waivers of a university regulation. In cases that involve dropping a course or changing a grade, instructor input is essential. The committee's decision will be based on all available evidence, including your input and any medical and/or legal documentation the student provided. We provide this form for your use. Other documents such as letters on department letterhead are welcomed.

Grades during term: Final exam grade:

Attendance pattern: Conferences:

Indicate the student's approximate last date of attendance and indicate whether the student ever attended:

Did the student take the final exam and/or complete the last assignment? yes no

Has the student discussed this petition with you? yes no

Please initial one of the following statements:

- I have NO OBJECTION to this student's request to drop, add or receive a refund of fees for the above course. I understand that if the student is allowed to drop, the assigned grade would be replaced with a 'W'. If the student is allowed to add, I will submit a grade change form. I OBJECT to this student's request to drop, add or receive a refund of fees for the above course. Assigned grades are not changed without instructor approval; however, in extreme cases the committee may recommend a retroactive course drop if there are extenuating circumstances beyond the student's control.

Your approval or objection is one of the many pieces of evidence that will be considered by the committee. Faculty comments are particularly important to the committee's deliberations, and should be included below. You can give this form to the student for delivery to the Dean of Students Office or you can mail it directly to the below address.

Blank lines for faculty comments.

Instructor's Printed Name Signature Date

Campus Address Telephone Number

Return form to: Linda Steger Dean of Students Office P.O. Box 114075 / 202 Peabody Hall Gainesville, FL 32611 Fax: 352-392-5566 Phone: 352-392-1261