



# FLORIDA ATLANTIC UNIVERSITY

## Undergraduate Late Withdrawal Petition

### Instructions:

- **Complete (type or print clearly) all 4 sections of this form.**
- Attach your typed personal statement describing circumstances and what you wish to petition.
- Attach the Instructor's Memorandum (required for each course)
- **Completed** petitions can be turned in to the CDSI Advising Center at the Boca Raton or Fort Lauderdale campus.
- A Late Withdrawal can be petitioned up to one year from the semester the course was taken.

*\*Please note: poor academic performance is not grounds to petition for a Late Withdrawal.*

### 1. Student Information:

Student Name: \_\_\_\_\_ Student #: Z \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Major: \_\_\_\_\_

### 2. Course Information:

Semester/Year	Course prefix and No. & section No.	Title	Instructor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 3. Reason(s) for Request:

\_\_\_\_ Never Attended

\_\_\_\_ Personal Illness

\_\_\_\_ Personal and/or Family Problems

\_\_\_\_ Work Circumstances

\_\_\_\_ Other: \_\_\_\_\_

### Additional Documentation Needed

Required forms only.

Medical documentation from Student Health Services or personal physician detailing dates and severity of illness.

Description of problem(s) with verification from Student Health Services, personal physician, clergy or police department, etc..

Employment verification by supervisor (including schedule, date of schedule change, and hours per week).

Appropriate documentation to support your statement.

### 4. Personal Statement:

A one (1) page, typed, letter of what you are petitioning, your circumstances and any supporting documentation along with this form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### College for Design & Social Inquiry

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