Fau	NEW/CHANGE PROGRAM REQUEST		UUPC Approval <u>10/7/24</u>
	Undergraduate Programs		UFS Approval
FLORIDA	LORIDA Department		Banner
ATLANTIC			Catalog
UNIVERSITY	College		
Program Name		New Program*	Effective Date (TERM & YEAR)
		Change Program*	
Please explain the requested change(s) and offer rationale below or on a			n attachment.
*All new programs and changes to existing programs must be ac Faculty Contact/Email/Phone		ccompanied by a catalog entry showing the new or proposed changes. Consult and list departments that may be affected by the	
	,	change(s) and attach docu	
Approved by			Date
Department Chair	. N/A		Dute
_			
College Curriculum Chair N/A College Dean Dan Wesrold			9/10/24
Karau Sarah			10/7/211
Undergraduate Studies Dean Dan Wooroff			10/7/24
UFS President			
Provost			

Email this form and attachments to mjenning@fau.edu seven business days before the UUPC meeting.

Petitions

Academic Petitions Process

Students are expected to be familiar with and to conform to the regulations of the University. An academic petition may be filed when a particular academic requirement or regulation causes undue hardship for the student. Please note that this process does not concern itself with grade reviews (see University Regulations, Chapter 4, Regulation 4.002, <u>Student Academic Grievance Procedures for Grade Reviews</u>) nor does it act on any financial matters, including refunds for dropped classes or withdrawals (see Fee Petitions and Other Petitions below).

Degree-seeking undergraduate students with declared majors submit their petitions to their college's student services office.

Degree-seeking students within Undergraduate Studies or with undeclared majors and non-degree-seeking students submit their petitions to University Advising Services.

The procedures to file an academic petition are as follows:

1. Petitioner must fill out an Undergraduate Petition form. The form may be picked up at is available through the college's student services office or at University Advising Services. The petitioner must attach any pertinent information in support of the petition (i.e., medical reports, records, verifying letters, memos from instructors.

Note: No petition will be considered without the appropriate documentation. Students should consult their college's student services office or University Advising Services for advice on the type of documentation needed.

- 2. A typewritten statement describing the extenuating circumstances of the petitioner's request must be submitted with the Undergraduate Petition form.
- 3. Petitioner must return, signed and dated, the original page of submit the completed petition form to the college's student services office or University Advising Services, whichever applies.
- 4. The decision of the college or University Advising Services will be communicated to the petitioner in writing by mail or by FAU email.
- 5. No petitions will be accepted after the student has graduated with a bachelor's degree. Once a degree is awarded, no coursework leading to that degree may be petitioned.
- 6. Petitions related to academic withdrawals will not be accepted after-one academic year from the end of the semester 3 semesters from the "semester end date" in which the course was taken (as listed in the corresponding <u>FAU Academic Calendar</u>). See the table below for reference:

Semester course(s) were taken	Last day to submit a Late Withdrawal	
	<u>Petition</u>	
Fall (EX: Fall 2023)	The last day of the following Fall semester	
	(EX: Fall 2024)	
Spring (EX: Spring 2023)	The last day of the following Spring	
	semester (EX: Spring 2024)	
Summer (EX: Summer 2023)	The last day of the following Summer	
	semester (EX: Summer 2024)	