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| <br><b>FLORIDA<br/>ATLANTIC<br/>UNIVERSITY</b>               | <b>NEW/CHANGE PROGRAM REQUEST</b><br><b>Undergraduate Programs</b>                                 |   | UUPC Approval <u>10/7/24</u><br>UFS Approval _____<br>Banner _____<br>Catalog _____ |
|   | Department   | College                                       |   |
| <b>Program Name</b>   |  | <b>New Program*</b><br><b>Change Program*</b> | <b>Effective Date</b><br><i>(TERM &amp; YEAR)</i>                                   |
| <b>Please explain the requested change(s) and offer rationale below or on an attachment.</b>  |  |   |   |
| <small>*All new programs and changes to existing programs must be accompanied by a catalog entry showing the new or proposed changes.</small> |  |   |   |
| <b>Faculty Contact/Email/Phone</b>  | <b>Consult and list departments that may be affected by the change(s) and attach documentation</b> |   |   |
| <b>Approved by</b>  |  | <b>Date</b>                                   |   |
| Department Chair  | <u>N/A</u>   |   |   |
| College Curriculum Chair  | <u>N/A</u>   |   |   |
| College Dean  | <u>Dan Meeroff</u>   | <u>9/10/24</u>                                |   |
| UUPC Chair  | <u>Korey Sorgo</u>   | <u>10/7/24</u>                                |   |
| Undergraduate Studies Dean  | <u>Dan Meeroff</u>   | <u>10/7/24</u>                                |   |
| UFS President   |  |   |   |
| Provost   |  |   |   |

Email this form and attachments to [mjenning@fau.edu](mailto: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, [Student Academic Grievance Procedures for Grade Reviews](#)) 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 **electronic** 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 [FAU Academic Calendar](#)). See the table below for reference:

| Semester course(s) were taken | Last day to submit a Late Withdrawal Petition                    |
|-------------------------------|--|
| Fall (e.g. Fall 2023)         | The last day of the following Fall semester (e.g. Fall 2024)     |
| Spring (e.g. Spring 2023)     | The last day of the following Spring semester (e.g. Spring 2024) |
| Summer (e.g. Summer 2023)     | The last day of the following Summer semester (e.g. Summer 2024) |