College of Engineering and Computer Science Petition Form

Students interested in late withdrawal(s) or auditing of courses need to submit the following documents to the Division of Engineering Student Services and Advising (DESSA) office:

- A completed petition form (available in the DESSA office, EE 102)
- A personal statement explaining the circumstances
- Any supporting documentation
- An unofficial copy of FAU transcripts
- Request for the professor of each class to complete an Instructor’s Memorandum form and send the form to the DESSA office. Written support from the professor of the class to be audited is required for an audit.

Note: Poor academic performance does not constitute grounds for late withdrawal. Generally, you must petition to withdraw from all courses; partial withdrawals are unlikely to be approved. If you have any questions about what information and/or documentation to provide, please ask for assistance.

1. Student Information:

   Type of Petition:  ___ Late/Total Withdrawal  ___ Audit  ___ Remove W

   Name: ___________________________________________________________
   Z#: _____________________________________________________________
   Major: ___________________________                      Phone Number: ______________________________________________
   Email (required): _____________________________@fau.edu

2. Course Information: (list all applicable courses)

   ___________________________                      Semester and Year
   ___________________________

   Course Prefix, Number and Section                      Course Prefix, Number and Section
   ___________________________
   ___________________________

3. Reason(s) for Withdrawal Request:

   ☐ Never Attended

   ☐ Work Circumstances

   ☐ Personal Illness/Death in Family

   ☐ Other: ___________________________

   ☐ Personal and/or Family Problems

4. Write a 1-page personal statement describing your circumstances and your desired outcome. Attach the needed documentation to this form.

   ________________________________________________________________
   Student Signature

   ________________________________________________________________
   Date
Petition Decision:  
☐ Approved  
☐ Denied  
☐ Deferred

Comments: __________________________________________________________________________________________

__________________________________________________________________________________________________

Signature of College Representative______________________ Date_______________________

Daniel Meeroff, PhD, Undergraduate Committee Chair, College of Engineering and Computer Science
Ali Zilouchian, PhD, Associate Dean, College of Engineering and Computer Science

Final Action: __________________________________________________________________________________________

__________________________________________________________________________________________________

If you have any questions concerning this action, please contact the Division of Engineering Student Services and Advising (DESSA) office at 561.297.2790 or via email at engineering-services@fau.edu.