



**BARRY KAYE**  
**COLLEGE OF BUSINESS**  
 Florida Atlantic University

Form 1  
 The Business Petition

**Read All Instructions Before Completing This Petition**

- Use for summer rule, course waivers, College of Business requirement exceptions, concurrent enrollment (attach a copy of your graduation audit), course equivalent/substitution of a course taken at FAU (use the Course Equivalent/Substitution petition for courses taken at other institutions), and other College of Business requests.
- You may attach any personal statement and supporting documentation of claim or hardship. Do not write on the back of this form.
- Submit this petition to Student Services either on the Boca Campus in Fleming West 102 or fax: 561.297.3978 or to the Davie Campus in LA 444 or fax to 954.236.1298.
- All documentation becomes property of the College and will not be returned or saved. Originals and a copy of the entire packet should be kept by the student as a back up. If requesting an exception of a rule in order to graduate, you must provide a copy of your graduation audit.
- A usual time frame is 2 weeks after submission for notification of decision. Students will be notified by email of the decision. If you do not provide an FAU email address, you will not be notified. FYI: You can set your FAU email to forward to another email account. You must give your Z number. This can be found in the upper left hand corner of MyFAU.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Z#: \_\_\_\_\_  
 (Do not use Social Security Number)

Daytime phone #: (\_\_\_\_)\_\_\_\_-\_\_\_\_ FAU E-mail (required): \_\_\_\_\_@fau.edu  
 (Print email address very clearly – some letter and numbers can appear very similar.)

Major(s): \_\_\_\_\_ Primary Campus (circle one): Boca Davie Jupiter PSL

I am requesting: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

Briefly explain the reason(s) for the waiver or other request, including hardships or extenuating circumstances (attach a separate page if necessary – do not write on the back of this form).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Departmental Use Only – Students: Do no write in this area.**

**Approved**     **Denied**     **Deferred**     **No Action**

Assoc./Asst. Dean, Dept. Chair, or Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments to Student:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Internal Comments:** \_\_\_\_\_  
 \_\_\_\_\_

Student Notified on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: e-mail phone in-Person. Entered into Banner on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_.