

## UNDERGRADUATE STUDENT PETITION FORM (PSYCHOLOGY)

If a student wants or needs an official letter from the Department of Psychology (e.g., any kind of petition, letter of support) OR needs an official form completed by an advisor, please note the following:

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1. For most issues, students need to request official letters from the specific faculty member to whom they have been “permanently” assigned. Letters for issues related to coursework or grades in a specific course must be written by the instructor of record for that course when the student was enrolled. Letters of support from the department, per se, are written by Dr. Mize, the Undergraduate Coordinator.
  2. The student must complete the following form IN ITS ENTIRETY. Incomplete forms will not be accepted.
  3. This form must be accompanied by 1) a copy of the student’s **current \*\*FAU\*\* transcript** (an unofficial copy printed out from OASIS or FACTS is sufficient); 2) a completed copy of any forms required by the university or the College of Science (e.g., petition forms); 3) a copy of the exact personal statement to be submitted to the university or College of Science; and 4) a cover letter explicitly describing the need for the official letter from the Department of Psychology. Requests will not be considered unless or until this form and ALL FOUR of the above items are submitted to Dr. Mize. **Personal statements and cover letters with significant grammatical and/or spelling errors will not be accepted. Students should proofread them before submitting them to the department.**
  4. Once all materials are received and reviewed, the student will be contacted by email regarding the status of the request (i.e., granted or denied). Generally, letters and forms will be available 2 university business days (48 hours) after email notification has been sent to the student.
  5. Request documents and copies of forms/letters will be placed in the student’s advising folder. Students’ copies of letters will be available in the “pick up folder” in the Department office.
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**Student’s Full Name** (*print legibly*): \_\_\_\_\_

**Student ID (Z#):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Student’s FAU e-mail & tel. #** (*print legibly*): \_\_\_\_\_

**Major:**  Psychology (B.A.)     Neuroscience & Behavior (B.S.)     Other \_\_\_\_\_

**Any Registration/Transcript Holds on your academic status?**  No  Yes \_\_\_\_\_

**What are you requesting?**  letter     completion of official form     other \_\_\_\_\_

**For what reason(s) are you requesting a letter/form completion? (check one)**

- Reinstatement after Academic Suspension or Academic Dismissal (effective date: \_\_\_\_\_)
- Late Withdrawal from a course (name course, instructor) \_\_\_\_\_
- Late Withdrawal from a semester (which semester) \_\_\_\_\_
- Waiver from Dean’s Office for a Degree Requirement (list) \_\_\_\_\_
- Verification of Academic Status
- International Student Programs
- VA/Military Benefits
- Other (explain) \_\_\_\_\_

The information provided by the student above will be reviewed by Dr. Krystal D. Mize, Undergraduate Coordinator for the Department of Psychology. It is the **student’s own responsibility** to be aware of ALL graduation requirements for FAU (both those for the major as well as those required by FAU and/or the State of Florida).

REV. 01/12/2012