

petitions will be reviewed and decisions will be made by the program faculty and other relevant personnel. The student must complete a final review to ensure all College and University policies are appropriately considered. After the request is processed, the student will be notified via email.

Petitions should be submitted as a PDF or Word document.

- x Tampa: Student Academic Services eduadvise@usf.edu
- x St. Petersburg: Deanna Barcelona dbarcelo@usf.edu
- x Sarasota/Manatee: Cristyne Ramirez cristyner@usf.edu

To be completed by the student

Name:	Date:
Email:	Major:
USF ID:	Campus:

Please provide a brief statement in the box below regarding the nature of your request (what are you asking for?) and the reason for the request (why are you asking for it?). If you need additional space, a separate sheet of paper can be added to this petition.

- x If the request you are making is related to a medical condition, please do not attach any medical documentation to this petition. Medical documentation related to this request should be submitted to Student Accessibility Services.
- x If the request you are making is related to final internship, it will be routed to all stakeholders below including the Director of Field and Clinical Education; therefore, please be sure to include the semester and year of your final internship in your personal statement.

Part 1: To be completed by the Advisor:

Approve Disapprove Other

Comments:

Signature:

Date:

Part 2: To be completed by the Program Coordinator:

Approve Disapprove Other

Comments:

Signature:

Date:

Part 3: To be completed by the Department Chair:

Approve Disapprove Other

Comments:

Signature:

Date:

Part 4: To be completed by the

Part 6: To be completed by the Director of Student Academic Services

Approve

Disapprove

Other

Comments: _____

Signature:

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