

Information and Instructions for the SUMMER ATTENDANCE WAIVER

University of Florida Student Petitions Committee



Do not complete this form until you have finished your
Internship/Co-Op work assignment

Requirements:

Any Student entering a Florida 4-year public institution with less than 60 semester hours is required to complete at least 9 semester hours of course work during the summer semester. They must be completed at any State University in Florida (not State/Community Colleges) prior to receiving a bachelor's degree. *{This information is also available in the Undergraduate Catalog under Degree and Graduation Policies ~ <https://catalog.ufl.edu/ugrad/1213/regulations/info/graduation.aspx>}.}*

Exceptions:

Students may petition the summer attendance requirement in cases where the student has been employed by an **engineering firm** in an engineering-related capacity. *(This waiver is **only** for students who did not complete all of the 9 semester hours).*

Directions:

1. Completely fill out the attached "Summer Enrollment Requirement Waiver" and follow the instructions.
2. MAE requires a letter of documentation from the employer (**on company letterhead**) outlining the student's job duties and responsibilities, as well as verifying the student's employment dates. This document must accompany this petition packet.
3. Please bring the **completed** petition packet to Room 219 MAE-A bldg. The University Student Petitions Committee meets each Tuesday. Due to the large number of requests, it may take 1-2 weeks before your petition is reviewed.

Decisions:

Students will receive their results on ISIS under the heading Petition Status (under My Record on the left menu) as soon as they are available.

Concerns:

If you have any questions or concerns, please feel free to talk with the MAE **Undergraduate** Staff in Room 219 MAE-A bldg. or the Registrar's Office at 352-392-1374.

UFID	Last Name	First Name	MI	Date
Email Address:			Phone Number	

Note: Students are required to earn 9 credit hours of summer enrollment pursuant to the Florida Board of Governors regulation 6.016. For additional information please see summer term enrollment in the University of Florida undergraduate catalog under academic regulations.

Instructions:

- In the space below, or in an attached personal statement, students must explain why they believe their summer enrollment requirement should be waived. Students also must provide supporting documentation to prove the claim made in their statement. **An attached personal statement can only be one page, double spaced and 12 pt. font.**
- Students must check the appropriate box below. Please be aware, none of the following will automatically waive the summer enrollment requirement. All summer enrollment waiver decisions are made by committee review.
- Students must have the interviewing officer complete his/her portion of this form before submission.
- Students should keep a copy of all submitted petition materials for resubmission if necessary.
- Students must monitor petitions at <http://www.isis.ufl.edu/> to see decision. Click on My Record → Petition Status.

Please check the appropriate box below.

- I completed a summer internship.
- I participated in military training and/or operations during the summer.
- I completed 6 hours of Study Abroad course work.
- I am a student athlete that must attend summer training camps and/or sports related events.
- I am experiencing financial hardship.
- My program does not offer courses during the summer.
- Other: _____

Student Comments: _____

I hereby certify that the information submitted for this petition is true and accurate to the best of my knowledge.

Student's Signature: _____ **Date:** _____

Interviewing Officer must check one of the following: Support Do not support (Attach explanation if needed)

Interviewing Officer Comments: _____

Name: _____ **Signature:** _____ **Date:** _____

*****BELOW IS FOR COMMITTEE USE ONLY*****

Committee Action: Approved Denied Deferred

Notes/Comments: _____

Authorized Signature: _____ **Date:** _____