

SANTA FE COLLEGE

3000 NW 83rd St., R-112
Gainesville, FL 32606
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Request to Waive Petition Deadline

A petition to adjust a student's record **must be made within one year following the end of the semester in which the courses were taken.** Additionally, a petition for adjustment of record **will not be considered for courses within a completed program of study from which the student has graduated.** The College Registrar may grant special permission to waive either of these requirements if the student has documented compelling evidence of a circumstance or condition which prevented timely submission of the petition. For more information about Santa Fe College's petitions process, please see [SF Board Rule 7.22](#).

Please read the information below carefully and complete the form with ALL the required information.

1. Include a typed student statement.
 - In one to two typed paragraphs, explain the extenuating reason(s) for why the petition request was not submitted within one year of the semester in which the courses were taken.
2. **Supporting documentation is required for all requests.**
Examples of supporting documentation may include:
 - Medical - a letter from physician on official letterhead with dates and physician signature. The letter must indicate the nature and severity of the illness which prevented the student from filing a timely petition.
 - Military – Original military orders relevant to term or term(s) indicating absence.
 - Other relevant/official documentation to verify reason for delay.
3. An attached unofficial transcript is required as part of your documentation.

Due to privacy and confidentiality guidelines, the College Registrar's decision will only be available **through the college's official notification system.**

PLEASE PRINT

Student Name: _____ Student ID: _____

Phone: (____) _____ Term and Year Requested: _____

By signing this document, I certify that all information submitted is complete and accurate. I also understand my documentation is subject to verification by the Office of The Registrar, and in cases where submitted documentation is forged, tampered with or otherwise fraudulent, I may face criminal and/or disciplinary actions in accordance to applicable Federal and State laws, and/or college policy as defined in the Student Conduct Code.

Signature: _____ Date _____

FOR OFFICE USE ONLY:

____ Approved ____ Denied Authorization _____ Date _____

Notes: _____
