**Academic Standards Petition Cover Page**

**Instructions.** Use this cover page to capture summary information about your petition to the SEAS Committee on Academic Standards (CAS). Your petition to the CAS **must** include all of the following elements:

1. this cover page, filled out completely
2. a narrative letter describing, in your own words, the rationale for your petition specifically addressing any mitigating circumstances (address this letter to the SEAS Committee on Academic Standards)
3. an academic plan, preferably endorsed by your advisor, concerning your enrollment in future semesters (please list specific classes during specific semesters)
4. a current, unofficial transcript

and it **may** include:

5. supporting documentation from your advisor, instructors, medical care providers, or others with knowledge of your situation (**optional**—submit only if relevant to your case)

Submit your petition package as a single PDF document via email to Dean Berger (berger@virginia.edu) or as hard copy delivered to the UG Office in A-122 Thornton Hall. Incomplete petitions (i.e., those without the required elements 1-4 above) will not be reviewed. *Petitions must be received by the deadline stated in your academic sanction notification letter, or the date conveyed to you directly by the Dean; late petitions will not be reviewed.*

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**Action requested:**

- ___ waiver of first suspension
- ___ early return from suspension
- ___ waiver of second suspension
- ___ retro-active medical withdrawal
- ___ other

**Briefly summarize (1-2 sentences) the rationale for your petition.**

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**For official use only**

**Date heard:**

**Motion:**

**Vote:**

- ___ yes
- ___ no
- ___ abstain

**Notification Date:**