ACADEMIC STANDARDS PETITION COVER PAGE

Instructions. Use this cover page to capture summary information about your appeal to the SEAS Committee on Academic Standards (CAS). Your petition 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, and others with knowledge of your situation to explain impact of circumstances to academic performance (optional—submit only if relevant to your case)

Submit your petition package as a single PDF document via email to the Associate Dean for Undergraduate Education (seas-adeu@virginia.edu) or as hard copy delivered to the UG Office (A-122 Thornton Hall). Incomplete petitions (i.e., those without the required elements 1, 2, 3, and 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 Associate Dean for Undergraduate Education; late petitions will not be reviewed.

Action Requested: ___ waiver of first suspension ___ early return from suspension
___ waiver of second suspension ___ retro-active medical withdraw
___ other

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

For official use only

Date heard:

Motion:

Vote: ___ yes ___ no ___ abstain

Notification Date: