

Standards and Admissions Committee Petition—UNDERGRADUATE

Instructions:

Please note: Undergraduate students seeking admission will need to first complete an undergraduate application and petition through the Undergraduate Admissions Office located in the Houchens Building, Room 150.

The Standards and Admissions Committee meets monthly. Your petition must be submitted to the Office for Undergraduate Advising and Student Development (UASD) three working days prior to the meeting. Check with the UASD office (502-852-5597) to find out the committee’s monthly meeting date, as the dates change each semester.

- Your petition should state exactly what you are requesting. Check your spelling and grammar. You may wish to ask someone to read your petition before submitting it in order to be sure that it is clearly understood by others and is well written.
- Check your e-mail for the results of your petition. If you do not have an e-mail address, the results will be mailed to you. For privacy reasons, results cannot be given over the phone or at the front desk. The Standards and Admissions Committee meets monthly. Results will be communicated to you as soon as possible following the committee’s decision.
- It is strongly recommended that you obtain academic support from faculty, advisors or other university personnel for your petition. The “Statement of Support for Student Petition” is on page 2 of this form.

Check the reason for your petition:

Remain on Academic Probation:

Remain on Old Program Plan:

Academic Forgiveness (semester, year):

Other:

Student information:

Name:

Date:

Your program of study:

Student ID #:

Address:

Email address (UofL email preferred):

Home phone:

Cell phone:

Explain why you are petitioning:

Give a brief description and attach a typed, detailed explanation in letter format. (One page minimum.)

Submit completed forms and documents at: <https://louisville.edu/education/cehd-academic-forms>

For questions regarding your petition or the petition process, please contact Andrew Hovekamp: andrew.hovekamp@louisville.edu.

Forms may also be dropped off or mailed to:

Office of Undergraduate Advising and Student Development, Room 140, Attn: Andrew Hovekamp

College of Education & Human Development, 1905 S. 1st Street, University of Louisville, Louisville, KY 40292

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Statement of Support for Student Petition - Undergraduate

It is the student's responsibility to have this form completed by a faculty member

Dear Faculty Member: A student in your program has submitted a petition to the Standards and Admissions Committee. After reviewing the petition and discussing it with the student, please provide information below to assist the Committee with its deliberations. Thank you.

Today's Date:

Student's Name: **Student ID #:**

Student's program of study:

I support the student's petition I do NOT support the student's petition

Instructions:

Indicate the reasons why this petition should or should **NOT** be approved:

1. If you support the petition, what conditions of admission do you recommend?

2. What action plan is in place to support the student if this petition is approved, and who will oversee this plan?

Faculty Member's Name: **Signature:**

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