

Petition for Undergraduate

(circle one) Late Withdrawal or Change to Audit, Pass/Fail or Letter Grade

Return Petitions to: College of Arts and Sciences Advising Office, 1st floor, Gardiner Hall, Louisville, KY 40292. You may also send a FAX: (502) 852-7230. Please note that if you are faxing additional

documentation originals may be requested. If you have any questions: E-mail: asappeal@louisville.edu

Step 1. Complete this section of the form. Please print clearly in INK

(Check one) Is this a first petition ____ or an appeal of a previous decision ____? Was it Denied ____ or Deferred ____?

(Fill in:) Name: _____ Student#: _____

Please print very clearly your E-mail. If it is not legible or missing this will delay your results.

E-Mail (U of L e-mail preferred) _____ @ _____

Unit enrolled in: (circle one) Arts&Sciences Business Education Speed Nursing Continuing Studies
 other: _____ If A&S, list Major _____

Step 2. Change class to(Circle One): Withdrawal Audit Pass/Fail Letter Grade from Audit or Pass/Fail

Step 3. List the course/s for which you are requesting an exception, use one form for each semester, do not combine semesters on one form.

(Attach an Instructor's remarks sheet for each class. See Step 5 on the back)

Class #	Dept. Abbrev.	Course #	Section	Semester	Instructor
<i>ie 5784</i>	<i>ie Biol</i>	<i>ie 101</i>	<i>ie 01</i>	<i>ie Fall 2003</i>	<i>ie Dr. Fell (instructors do not sign here)</i>

Is this a complete withdrawal from all courses in the semester indicated? _____

If not (selective withdrawal), how many hours will you have remaining? _____

For a late selective withdrawal from a non-A&S course (ie Business, Education, Music, etc.), please contact that instructional unit for that class for late withdrawal information A&S cannot process that request.

Do not use for A&S courses under 100, (ie MT 080), you need to petition the REACH office for Pathways courses.

Note: This form is only to be used by students requesting exceptions to deadlines for A&S courses or by A&S students requesting to drop all courses for a particular semester after the deadline.

Student: Please complete the other side. Go to Step 4.

-OVER-

For Office use only – Do not write below

____ Approved ____ Denied ____ Deferred	Comments: _____ _____ _____
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Reported By _____ Date _____

Step 4. Explain your reasons for the request in a clear and concise manner on a separate sheet (preferably typed or very clearly written) **A physician's statement is not acceptable as your statement, you must provide your own statement. Please note: it is the responsibility of the student to obtain any documentation pertinent to the petition. The Dean's Office will not contact physicians or employers, etc. regarding this petition.**

--Only documented, non-academic reasons that occur after the deadline and cannot be anticipated will be considered. These include the student's illness or injury, serious personal or family problems, serious financial difficulties, and work schedule conflicts.

--It is important to be specific about what happened and when it occurred during the semester.

--Reasons that are not acceptable include, but are not limited to, conditions that existed before the deadline, low grade in course, decision to remain in the course beyond the deadline to take a second exam.

--If you are petitioning to withdraw from one of several courses (selective withdrawal), please explain why only the one course was affected by the circumstances you cite in your petition.

--Original documentation on letterhead must be attached to your petition.

--Please remember you are asking for an exception to a posted deadline.

Step 5. Complete the top of the instructor remarks form for each course listed on your petition form and take it to your instructor to have him or her complete. This is your responsibility. Professors must answer the questions on the form. If you need assistance contacting the professor, please contact the department.

Step 6. Return completed forms and required documentation to the Arts and Sciences Advising Office on the first floor of Gardiner Hall.

Step 7. Complete check list, Sign and date the petition.

Check List: Did you read and properly complete the forms? Please check each one after completing the task.

- | | |
|---|---|
| <input type="checkbox"/> Is your email included on the front? | <input type="checkbox"/> Courses filled in correctly? |
| <input type="checkbox"/> First petition or Appeal? | <input type="checkbox"/> Correct term? (i.e. Fall 2002) |
| <input type="checkbox"/> Did you remember to attach an explanation? | |
| <input type="checkbox"/> Have you attached any and all original documentation? (i.e. Instructor's or physician's remarks) | |

Step 8. 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. Results are usually available within 3 to 5 business days of receipt of all required materials, barring holidays, weekends or any unexpected delays due to vacations, sickness, etc.

I affirm that the statements I have made in this petition are true to the best of my knowledge. I understand that if the information I have provided is later determined to be false, my petition may be returned to the Admissions and Appeals Committee for review and the matter may be referred to the Academic Discipline Committee. Also, I affirm that I have read the petition completely.

SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL. YOU ARE ADVISED TO REMAIN IN THE COURSE/S UNTIL YOU ARE NOTIFIED OF THE DECISION.

Student Signature _____ Date _____
