

UNIVERSITY OF LOUISVILLE
J.B. Speed School of Engineering
Petition to the Standards & Admissions Committee (SAC)

Petition Deadlines for Readmission:
FALL - July 1
SPRING - Nov 1
SUMMER - April 15

**Submitting this petition does NOT guarantee approval for request.
 It is the student's responsibility to continue attending class.**

(Please Print or Type – Complete All Sections)

DATE: _____

Name: _____ Student ID Number: _____

Address: _____ Phone Number: _____

City, State & ZIP Code: _____ E-Mail Address: _____

Major: _____ School/Unit if NOT Speed School Student: _____

THIS REQUEST IS FOR:

Readmission/admission for _____ semester _____ Change to pass/fail _____ Change to letter grade
 Late withdrawal from _____ semester* _____ Change to audit _____ Late Add

*Is this a complete withdrawal from all classes for the semester in question? YES NO ← (Please circle)
 If NO, how many hours will be remaining in the semester under consideration? _____

DEPARTMENT	COURSE NUMBER & SECTION	SEMESTER	INSTRUCTOR

On a separate attachment, explain the reason for your request. Be clear and concise yet providing sufficient detail for the committee to properly evaluate your case. Include an explanation of any pertinent unusual circumstances. Provide appropriate documentation among others:

- Medical factors **must** include specific documentation from a physician or medical facility.
- Changes in work routine **must** include a substantiating letter from your employer.
- Petitions for late withdrawal from a class or classes **MUST** include instructor evaluation of your performance and instructor disposition towards the withdrawal. *Use instructor form(s) attached or available from Dept of Engineering Fundamentals Office in J.B. Speed Bldg., Room 109.*
- Petitions for readmission to Speed School **must** include a study plan for two semesters, each with up to 13 hours.

NOTES:

1. The unit of instruction rather than the unit of enrollment has the authority to grant exceptions to enrollment policies. Arts & Sciences' Admissions and Appeals Committee have authority over courses taught by the College of Arts & Sciences. If you are requesting a selective action to an A&S class (i.e., a late withdrawal from or other policy exception to only an A&S class) you must send your petition to the Arts & Sciences' Admissions and Appeals Committee in Gardiner Hall.
2. **Petitions that do not include all the required information and/or documentation will not be submitted to the Committee until they are complete.**

Return the completed form(s) and documentation to: Leigh Ann Elles, Dept of Engineering Fund, J.B. Speed Building, Room 109
 J.B. Speed School of Engineering, University of Louisville, Louisville, Kentucky 40292 or e-mail to leigh.elles@louisville.edu

INSTRUCTOR EVALUATION

J.B. Speed School of Engineering Petition to the Standards & Admissions Committee (SAC)

IT IS THE STUDENT'S RESPONSIBILITY TO DISTRIBUTE THIS FORM TO THE INSTRUCTOR

TO: _____
Instructor's Name

FROM: Dr. James C. Watters, Chair, Standards & Admissions Committee
Chemical Engineering Department – J.B. Speed School of Engineering

SUBJECT: Petition for exception to Speed School enrollment policy for

Student's Name

The above named student is petitioning the Speed School Standards & Admissions Committee for an exception to a Speed School enrollment policy as indicated below. Please provide any information you believe the committee should know in their review of the student's request.

You may return this form to the student for submission with the petition; send it through campus mail to:
Leigh Ann Elles, Dept of Engineering Fundamentals, J.B. Speed Building, Room 109
or e-mail your response to leigh.elles@louisville.edu.

You may also send response to Dr. Jim Watters, Chemical Engineering, or e-mail Jim.Watters@Louisville.edu.
Your immediate response is requested.

ACTION REQUESTED BY STUDENT (Student check one below)	COURSE NUMBER	SEMESTER
_____ Late Withdrawal	_____	_____
_____ Change to Pass/Fail (from letter grade or AU)		
_____ Change to letter grade (from P/F or AU)		
_____ Change to audit (from letter grade or P/F)		
_____ Late Addition of course		

THIS SECTION IS FOR INSTRUCTOR INPUT (For completion by faculty member only)

Student's Attendance: _____Regular _____Irregular _____Early Only _____Never Attended

Student's Performance: _____A _____B _____C _____D _____F _____No basis to Judge

Do you support the student's request? _____Yes _____No _____Neutral

Do you have any other information/comments regarding student's request?

Your comments will aid the SAC in reaching a decision. This form will become part of the SAC file.
Thank you for your cooperation.

(Instructor's Signature)

(Date)