

OF ENGINEERING

#### **Petition Deadlines for Readmission:**

Fall – July 1 Spring – Nov. 1 Summer – April 1

## Petition to the Standards & Admissions Committee (SAC)

# Submitting this petition does NOT guarantee approval for request IT IS THE STUDENT'S RESPONSIBILITY TO CONTINUE ATTENDING CLASS

UofL Student ID Number		Date	
Last N	Jame	First Name	Middle Initial
Mailing Address		E-Mail (Please Print Clearly)	
City	State	ZIP Code	Phone Number
 Major		School/Unit if NOT Speed School Student	
IS REQUEST IS FOR:			
STEVENT ON			
	☐ Late Addition of Course	☐ Change to Letter Grade	☐ Change to Audit
		☐ Change to Letter Grade ☐ Late Withdrawal from	•
Change to Pass/Fail Readmission/admission for *Is this a complete withdrawal	r semester/year from all classes for the seme	Late Withdrawal fromster? YES NO	•
Change to Pass/Fail Readmission/admission for *Is this a complete withdrawal	r semester/year from all classes for the seme	Late Withdrawal fromster? YES NO	•
Change to Pass/Fail Readmission/admission for *Is this a complete withdrawal If NO, how many hours will be	from all classes for the seme e remaining in the semester un	Late Withdrawal fromster?  YES  NO nder consideration?	semester/year*
Change to Pass/Fail Readmission/admission for *Is this a complete withdrawal If NO, how many hours will be	from all classes for the seme e remaining in the semester un	Late Withdrawal fromster?  YES  NO nder consideration?	semester/year*
Change to Pass/Fail Readmission/admission for *Is this a complete withdrawal If NO, how many hours will be	from all classes for the seme e remaining in the semester un	Late Withdrawal fromster?  YES  NO nder consideration?	semester/year*
Change to Pass/Fail Readmission/admission for *Is this a complete withdrawal If NO, how many hours will be	from all classes for the seme e remaining in the semester un	Late Withdrawal fromster?  YES  NO nder consideration?	semester/year*

Please provide a typed, clear, and concise but yet providing sufficient detailed explanation for your request. Your petition will be evaluated by the Committee based upon your written statement and supporting documentation(s).

- Medical factors <u>must</u> 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 <u>must</u> include instructor evaluation of your performance and instructor disposition towards the withdrawal. *Use instructor form(s) attached.*
- Petitions for readmission to Speed School must include a study plan for two semesters, each with up to 13 hours.
- 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.

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, KY 40292 or e-mail to <a href="mailto:leigh.elles@louisville.edu">leigh.elles@louisville.edu</a>



# Petition to the Standards & Admissions Committee (SAC)

## IT IS THE STUDENT'S RESPONSIBILITY TO CONTINUE ATTENDING CLASS

### **INSTRUCTOR EVALUATION**

TO:				
	Instructor's Name			
FROM:	Dr. James C. Watters, Chair,			
	Standards & Admissions Committee, J.B. Speed School of Engineer	ring		
SUBJECT:	Petition for exception to Speed School enrollment policy for			
	Student's Name			
Speed School e	med student is petitioning the Speed School Standards & Admissions Committee enrollment policy as indicated below. Please provide any information you in their review of the student's request.			
You may return	rn this form to the student, e-mail (leigh.elles@louisville.edu), or send it through	campus mail to:		
Leigh Ann	nn Elles, Dept of Engineering Fundamentals, J.B. Speed Building, Room 109			
ACTION RE(	EQUESTED BY STUDENT (Student check one below and complete course number and s	semester)		
Course Number Semester Late Addition of course  □ 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 Withdrawal				
THIS SECTION	TION IS FOR INSTRUCTOR INPUT (For completion by faculty member only)			
		ed No basis to Judge		
Your comments will	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)			