

## *Petition to the Student Affairs Committee (SAC)*

**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)*

UofL Student ID Number	Date	Advisor
Last Name	First Name	Middle Initial
Mailing Address	E-Mail	
City	State	ZIP
Major	Phone Number	
	School/Unit if NOT Speed School Student	

**THIS REQUEST IS FOR:**

- Change to Pass/Fail     
  Late Addition of Course     
  Change to Audit     
  Other  
 Readmission/admission for \_\_\_\_\_ semester/year     
  Late Withdrawal from \_\_\_\_\_ semester/year\*

\*Is this a complete withdrawal from all classes for the semester in question?     YES     NO  
 If NO, how many hours will be remaining in the semester under consideration? \_\_\_\_\_

DEPARTMENT	COURSE NUMBER	SEMESTER	INSTRUCTOR

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

- Medical factors or mental health issues **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.*
- Petitions for readmission to Speed School **must** include a study plan for **two** semesters, each with up to 13 hours, **must** be approved by Advisor.
- **Complete Withdraw:** Student petitions enrollment unit of the semester(s) withdrawing from. If student was in Speed School during semester they wish to drop, then petition Speed School. If a student was an A&S student during semester they wish to drop, petition the College of Arts & Sciences.
- **Selective Withdraw:** Student petitions enrollment unit of course selecting to drop.

**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 Academic Affairs, JB Speed Building, Room LL21, JB Speed School of Engineering, University of Louisville, Louisville, Kentucky 40292** or e-mail to [leigh.elles@louisville.edu](mailto:leigh.elles@louisville.edu)

## *Petition to the Student Affairs Committee (SAC)*

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### INSTRUCTOR EVALUATION

**TO:** \_\_\_\_\_  
*Instructor's Name*

**FROM:** Dr. James C. Watters, Chair, Student Affairs Committee  
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 Student Affairs 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 via email to [leigh.elles@louisville.edu](mailto:leigh.elles@louisville.edu) or through campus mail to:

*Leigh Ann Elles, Dept. of Academic Affairs, JB Speed Building, Room LL21*

### **ACTION REQUESTED BY STUDENT** *(Student check one below and complete course number and semester)*

**Course Number** \_\_\_\_\_ **Semester** \_\_\_\_\_

Change to Pass/Fair (from letter grade)

Late Addition of course

Change to Audit (from letter grade or P/F)

Late Withdrawal

Other, explain \_\_\_\_\_

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

Student's Attendance     Regular     Irregular     Early On     Never Attended     Online

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)