

NOTES:

- This form does not approve an overload of hours.
- This form is for A&S courses only. For a non-A&S course, please contact the college or unit that offers that course.

STUDENT INFORMATION

Name _____ Student ID _____ Email _____

UNIT IN WHICH YOU ARE ENROLLED:

Arts & Sciences Business Education Speed Nursing Continuing Studies

Other unit: _____ If A&S, your Major is: _____

THIS COURSE WILL BE GRADED AS:

Letter Grade
 Pass / Fail
 Audit

THIS PETITION IS:

A first request An appeal of previous decision

IF AN APPEAL, THE PREVIOUS APPEAL WAS:

Denied Deferred

LIST THE COURSE/S FOR WHICH YOU ARE REQUESTING AN EXCEPTION

*Use one form per semester. Attach an **instructor's remarks form** for each A&S course that you enter below.

This semester is (e.g. Fall 2018): _____

CLASS OR DEPT. #	DEPT. ABBREVIATION	COURSE #	SECTION #	INSTRUCTOR'S NAME
(Example) 1359	Biol	102	01	*Use instructor's remarks form for signature.

Total semester hours, if approved: _____

Request overload of maximum semester credit hours
 This petition does not overload my semester credit hours

OFFICE USE ONLY

Approved
 Denied
 Deferred

Comments:

Reported by: _____ Date: _____

REASONS FOR THE REQUEST

Explain in a clear, thorough, and concise manner why the last day to add deadline was missed, when you began attending the course, and what arrangements you have made with the instructor to make up missed work. Please note that this request is for an exception for missing posted deadlines that are posted in the Schedule of Courses and/or online.

INSTRUCTOR'S REMARKS

Complete the **instructor's remarks form** for each course listed on your petition form and take it to your instructor to have him/her complete and sign. This is your responsibility. Professors must answer the questions on the form. If you need assistance contacting the professor, please contact the department.

SIGN AND RETURN FORM

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. In addition, I affirm that I have read the petition completely.

Student Signature: _____ **Date:** _____

Return by E-Mail or send questions to: asappeal@louisville.edu

CHECK FOR RESULTS

Check your e-mail for the results of your petition. Note: submission of this petition does not guarantee approval. 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. If approved, you will need to contact the Registrar's office within 10 business days of confirmation email. Failure to do will require a second petition.