

Undergraduate Petition to the Committee on Academic Standards

Note: Undergraduate students who are petitioning for readmission from their **first** academic dismissal **and** who have not attended the UA for at least one full academic year **and** who submit at least 12 hours of general education core classes or upper-level classes with at least a 3.0 grade-point average in this coursework can be considered for automatic readmission and should only complete the shorter [Request to Return After Academic Dismissal form](#). Students who do not meet these conditions must complete this full form.

Petition Information (Read *Before* Completing Petition Form)

- The student must meet with an academic advisor prior to submitting an Academic Standards Petition form.
- Circumstances which result in the need to submit a petition must be unusual and compelling.
- Documentation should be complete and relevant to the circumstances of the petition.
 - For petitions requesting readmission to the university, positive evidence must be shown in the petition that the circumstance(s) which caused the petition to be filed has (have) been corrected to the point where the student can now reasonably be expected to succeed academically.
 - **Students petitioning for readmission after dismissal must attach an official transcript from every institution attended while away from the University of Arkansas.**
 - For retroactive withdrawal of course(s), supporting documentation from the instructor of record stating that the student did not take the final exam is expected.
- Documentation for petitions involving **medical circumstances** should follow these guidelines:
 - Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the evaluator/care provider.
 - Documentation should include the name, title, contact information, and professional credentials of the evaluator.
 - Documentation should include the following information, as appropriate for the petition:
 - statement of condition/diagnosis
 - date of diagnosis and the date of last contact with this student (please indicate whether the condition is permanent or temporary)
 - treatment/hospitalization dates
 - recommendations for the student/patient as it pertains to the academic term
 - description of how the problem interfered with the student's academic performance
 - any additional medical information that may be relevant to the petition
 - Other documentation may include a police report or statement from a victim advocate, or university representative.
- Petitions must be filed on this Academic Standards Petition form, must be complete and should include the recommendation of the Dean and additional supporting letters if required by the petition.
- Petitions are to be submitted to the appropriate Dean's office no later than five working days before the meeting of the Academic Standards Committee as posted on the committee's [calendar](#).
- Following each meeting, the Office of the Registrar, on behalf of the chairperson, will send an email to the petitioner and the appropriate dean's office notifying them of the committee's decision.



Academic Standards Committee Petition Form

Student Information

Student Name: _____

University ID Number: _____ Major: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Telephone: _____

(Committee decision will be sent to this email.)

- A. What is the University policy for which you are requesting an exception? (i.e. Academic Suspension, Dismissal, Retroactive Withdrawal, etc.)
- B. What are the details and justification for your exception request? For a retroactive withdrawal, you must state the exact terms for which you are requesting the withdrawal (i.e. Spring 2016 or Summer 2017). You should describe the reasons or issues which brought about this request and why you believe an exception to university policy is warranted in your situation. Refer to supporting documentation as appropriate.

Petitioner's Signature: _____ Date: _____

Academic Advisor Signature

This signature is required as verification that you have discussed your petition with an academic advisor in your college.

Academic Advisor's Signature: _____ Date: _____

Submit this form along with the next page to your current or last dean's office.



Submit your petition form along with this form and all supporting documentation to your current or last Dean's office:

College	Email	Building/Room Number
Dale Bumpers College of Agricultural, Food and Life Sciences	aflsdean@uark.edu	AFLS E202
Fay Jones School of Architecture and Design	stuck@uark.edu	WALK 120
J. William Fulbright College of Arts and Sciences	lsummerf@uark.edu	MAIN 525
Sam M. Walton College of Business	JHood@walton.uark.edu	WCOB 328
College of Education and Health Professions	coehpoaa@uark.edu	GRAD 317
College of Engineering	tic@uark.edu	BELL 3189

C. Dean's Office Recommendation

Approve

Deny

Conditional (Explain below)

Comments

Signature: _____

Date: _____

D. Academic Standards Committee Decision

Approve

Deny

Conditional (Explain below)

Comments

Chairperson Signature: _____

Date: _____