

## 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.
  - o 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.
  - o **Students petitioning for readmission after dismissal must attach an official transcript from every institution attended while away from the University of Arkansas.**
  - o 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:
  - o Medical documentation should be prepared on letterhead, typed, dated, and bear the signature of the evaluator/care provider.
  - o Documentation should include the name, title, contact information, and professional credentials of the evaluator.
  - o 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
  - o Other documentation may include a police report or statement from a victim advocate, or university representative.
- ☐ Appeals for registration fee adjustments following a withdrawal from the University because of illness, accident, or injury must be submitted to the [Treasurer's Office](#), 479-575-5651.
- ☐ 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 [Academic 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.)

**Student: Complete parts A, B and C below and sign the form.**

A. What is the University policy for which you are requesting an exception?

In this space, indicate the exact years and terms associated with your petition. If you selected "other" above, provide details about what you are appealing.

B. Provide a typewritten justification for your petition. Briefly describe the issues involved in your request and the reasons why you believe an exception to the university policy is warranted in your situation. Refer to supporting documentation as appropriate.

C. Before submitting your petition, review page one of this form to ensure you are including all necessary documentation.

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, your justification (part B), all documentation, and the next page to your current or last dean's office.**



**Submit this form, your petition, justification, 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     | AGRI 205             |
| 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 350             |
| College of Engineering                                       | coedean@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: \_\_\_\_\_