



Undergraduate Petition to the Committee on Academic Standards

This form is to be used for all petitions except for permission to take an academic overload. A separate petition form is available for overload.

Steps to be followed:

- I. Read "General Criteria and Operation Procedures of the Academic Standards Committee", on page 2 of this form.
- II. Students must not be enrolled in the graduate school.
- III. Students must complete Parts A and B for all petitions.
- IV. Students petitioning for readmission after dismissal must attach official transcript of work done at another college and provide letters of recommendation in support of the petition from two persons (one must be from the teaching faculty or academic staff).
- V. Part C is to be completed by the student's academic dean. The Dean will then forward the petition to the Office of the Registrar, where they will be received on behalf of the Academic Standards Committee. (NOTE: If the student is petitioning for readmission after dismissal and wishes to enroll in a College other than the one from which the student was dismissed, the petition must have a recommendation and signature from both deans).
- VI. Incomplete petitions without dean's recommendation will not be accepted.

Deadline:

Petitions should reach the Office of the Registrar by 4:00 p.m. three working days preceding the meeting of the Committee on Academic Standards. Petitions received after these times will be considered at the next meeting of the committee, which may be the following semester.

Committee Action:

The student will be notified by mail of committee action. Please be sure that the address listed below is complete and correct.

Name of Student: _____

Address: _____

Email: _____

Telephone: _____ **Student ID:** _____

**General Criteria and Operational Procedures of the
Academic Standards Committee**

I Introduction: The Academic Standards Committee operates under the authority of the Campus Faculty. Its charge, as adopted by the Campus Faculty on April 28, 1977, is published in the Faculty Handbook (December 1980) as follows:
"Recommends policies concerning grading, examinations, academic probation and exclusion and related matters; reviews the enforcement and effectiveness of these policies; and adjudicates petitions for readmission and variance to academic policies."

II Operational Procedures of the Committee:

- A. Ordinarily the Academic Standards Committee meets about one week prior to the first day of registration for each semester and the first summer session to adjudicate petitions. It meets other times as necessary to consider matters placed before it. (See the calendar in the appropriate Schedule of Classes or on the web at <http://www.uark.edu/classes/AcadStandards.html>.)
- B. The committee's action is to approve or deny the petition. Incomplete petitions will not be considered.
- C. Following each meeting, the chairman will notify in writing each petitioner of the action taken and provide a list to the appropriate dean.
- D. After each meeting, petitioners may contact the Office of the Registrar in person with photo ID to obtain the result of the committee's action.

III General Criteria:

- A. Circumstances which result in the need for a student to file the petition must be unusual and compelling.
- B. 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. For retroactive withdrawal of course(s), supporting documentation from the Instructor of record must be included.
- C. Available academic information (e.g., test scores, high school grades, grades in lower level or preparatory courses) should indicate a reasonable probability of success in the chosen curriculum.
- D. Petitions must be filed on the proper form, must be complete and should include both the required recommendations of the Dean and additional supporting letters if required by the petition.
- E. Petition forms are available at the following offices:
 - (1) Dean of the college/school
 - (2) Office of the Registrar
 - (3) On the web at <http://www.uark.edu/admin/regrinfo/records/>.

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

B. Why do you believe that you should be given an exception to this policy? Please elaborate on the reasons or problems which brought about this request. Also state what changes in you or your situation indicate that you will be able to fulfill this request. Supporting documentation must be provided for claims made.

- 1. Transcripts from any other institutions you may have attended
- 2. Statements from instructors if requesting retroactive withdrawals
- 3. Supporting letters from physicians for medical problems

D. Committee Action:

Chairman

Date