

Name (last, first)	
SIS ID#	
UVa ID#	
Computer ID	
Phone (local)	

**ENGINEERING**

UNDERGRADUATE PROGRAMS

**ACADEMIC STANDARDS PETITION COVER PAGE**

**Instructions.** Use this cover page to capture summary information about your petition to the SEAS Committee on Academic Standards (CAS). Your petition to the CAS *must* include all of the following elements:

1. this cover page, filled out completely
2. a narrative letter describing, in your own words, the rationale for your petition specifically addressing any mitigating circumstances (address this letter to the SEAS Committee on Academic Standards)
3. an academic plan, preferably endorsed by your advisor, concerning your enrollment in future semesters (please list specific classes during specific semesters)
4. a current, unofficial transcript

and it *may* include:

5. supporting documentation from your advisor, instructors, medical care providers, or others with knowledge of your situation (*optional*--submit only if relevant to your case)

Submit your petition package as a *single* PDF document via email to Dean Berger (berger@virginia.edu) or as hard copy delivered to the UG Office in A-122 Thornton Hall. Incomplete petitions (i.e., those without the required elements 1-4 above) will not be reviewed. *Petitions must be received by the deadline stated in your academic sanction notification letter, or the date conveyed to you directly by the Dean; late petitions will not be reviewed.*

Action requested:     waiver of first suspension                       early return from suspension  
                                   waiver of second suspension                       retro-active medical withdrawal  
                                   other

Briefly summarize (1-2 sentences) the rationale for your petition.

*For official use only*

Date heard:

Motion:

Vote:             yes                                       no                                       abstain

Notification Date: