ACADEMIC STANDARDS PETITION COVER PAGE

Instructions. Use this form to capture summary information about your petition to the UVA Engineering Committee on Academic Standards (CAS). Your petition must include all 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
   a. For grade appeals, please include steps you took to resolve this matter with the course instructor and department chair.
3. a current, unofficial transcript

and it may include:

4. Supporting documentation from your advisor, instructors, medical care provider(s), or others with knowledge of your situation (submit only if relevant to your case)
   a. If medical documentation is relevant, a simple letter confirming care will suffice. The letter may also include a recommendation about your petition from your care provider(s). We do not need details of your medical condition.

Submit your petition package as a single PDF document via email to engineering-undgrad@virginia.edu. Incomplete petitions (i.e., those without the required elements 1, 2, and 3 above) will not be reviewed. Waiver of suspension must be received by the deadline stated in your academic suspension notification letter, or the date conveyed to you directly by the dean; late petitions will not be reviewed.

For fall grade appeals, you must initiate the appeal by March 1 of the following spring term; a spring or summer course must be appealed by October 1 of the following fall term. For a course offered during your final term, you must appeal before graduation. A disagreement over the quality of your work is not sufficient grounds for an appeal.

Action requested: ☐ waiver of first suspension ☐ grade appeal
☐ waiver of second suspension ☐ retro-active medical withdrawal (include terms requested)
☐ other

Briefly summarize (1-2 sentences) the rationale for your petition and include the requested semester(s) (i.e. Fall 2021 and Spring 2022).