

Academic Regulations Appeals Committee (ARAC)

The following is a list of typical petitions heard by ARAC submitted from the College of Engineering:

1. Petition to retroactively add one or more courses
2. Petition for retroactive drop from all courses
3. Petition for retroactive withdrawal from one or more courses
4. Petition for waiver of the continuance policy following academic suspension
5. Petition for waiver of the policy stating that a student on academic probation is limited to 13 credits to the extent of __ credit hours
6. Petition for waiver of the requirement that 30 of the last 45 earned credits be earned in residence at VCU, to the extent of __ credit hours
7. Petition for a change in academic standing for the previous semester due to late submission of historical repeat requests for courses taken in that previous semester
Please note that this petition can only be submitted to ARAC prior to the end of add/drop of the current semester, or within seven calendar days for the summer session.

Academic Regulations Appeals Committee (ARAC) Preparing Your Petition

This letter should be typed and kept to one page.

Step 1. Address your letter to: The Academic Regulations Appeals Committee.

Step 2. Select the appropriate petition below and type it as your first sentence:

- I request a retroactive add to (class name, semester).
- I request a retroactive drop from (class name, semester).
- I request a retroactive withdrawal from (class name, semester).
- I request a waiver of the continuance policy following a (#) suspension.
- I request a waiver of the policy stating that a student on academic probation is limited to 13 credits to the extent of (#) credit hours.
- I request a waiver of the requirement that 30 of the last 45 credits be earned in residence at VCU, to the extent of (#) credit hours.
- I request a change in academic standing for the previous semester due to late submission of historical repeat requests for courses taken in that previous semester.
- I request _____

- b. After this sentence, you should indicate the reasons why you are making this request. Please be clear, concise and complete. You are trying to convince a committee of individuals to make an exception to a University rule or policy for ***you***.
 - c. If you are asking for a waiver of the last 30 of the last 45 credits rule, please indicate in your letter the institution you plan to attend and the courses (by number and title) you plan to take. If you cannot identify the institution at this time, indicate why.
 - d. If you are asking for a retroactive withdrawal from some classes, but not others in the same semester, explain why.
2. If there are medical reasons associated with your request, please get a doctor's note (or other medical verification) indicating dates(s) of visits(s), treatment, diagnosis, etc.
 3. If there are job related reasons for your request, get documentation of changes in schedule, out-of-town trips, etc. from your supervisor.

COLLEGE OF ENGINEERING
ACADEMIC REGULATIONS APPEALS COMMITTEE COVER SHEET
This form is covered under the *Family Educational Rights and Privacy Act of 1974*

NAME: _____ **MAJOR:** _____

V# _____ **CELL** _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PETITION FOR:

Retroactive add to: _____

Retroactive drop from: _____

Retroactive withdrawal from: _____

Waiver of the continuance policy following a _____ suspension.

Waiver of the Academic Probation policy limiting a student to 13 semester credits to the extent of _____ credits.

Waiver of the requirement that 30 of the last 45 credits be earned in residence at VCU, to the extent of _____ credits.

Other: Specify _____

That occurred Fall Semester, 20____ Spring Semester, 20____ Summer Semester, 20____

It is my responsibility to verify with the Office of Financial Aid the impact of my request on my aid award.

Student Signature

Date

Advisor Recommendation: FOR AGAINST
Reasons for or against:

Advisor

Date

Associate Dean Recommendation: FOR AGAINST
Reasons for or against:

Associate Dean

Date