



SCHOOL of ENGINEERING  
& APPLIED SCIENCE

Name (last, first)	
Computer ID	

UNDERGRADUATE PROGRAMS

## 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](mailto: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).