

# A.R.A.C. COVER SHEET

## COLLEGE OF HUMANITIES AND SCIENCES

MAJOR \_\_\_\_\_

Please complete the entirety of this form and return to University College front desk, 1<sup>st</sup> floor Hibbs Hall, 900 Park Ave.

NAME \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

**PETITION FOR:** Retroactive withdrawal/drop\* from : \_\_\_\_\_  
(circle one) (list class/ classes) Retroactive add\* into : \_\_\_\_\_  
(list class/ classes)

\* I have checked with a Financial Aid counselor (if receiving financial aid) or Student Accounting (for retroactive add) and understand the financial implications if this appeal is approved. \_\_\_\_\_

Student signature

 Waiver of the continuance policy following a (specify: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> . . .) \_\_\_\_\_ 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. Waiver of the requirement that 45 upper level courses are required for graduation to the extent of \_\_\_\_\_ credits. Waiver of the requirement that 120 credits be earned for graduation to the extent of \_\_\_\_\_ credits. Change in academic standing based on late historical repeats (previous semester only). Other: Specify \_\_\_\_\_That occurred  Fall Semester  Spring Semester  Summer Semester Year: 

I understand that making misleading statements, misrepresenting facts or circumstances, or presenting false documentation in this petition or in the attached materials constitutes a serious violation of the University Honor Code.

DATE

STUDENT SIGNATURE

To The Recommenders: This form is covered under the Family Educational Rights and Privacy Act of 1974.

Advisor's Recommendation:  FOR  AGAINSTReasons for or against:

DATE \_\_\_\_\_ ADVISOR'S SIGNATURE \_\_\_\_\_

Chairperson's Recommendation  FOR  AGAINSTReasons for or against:

DATE \_\_\_\_\_ CHAIRPERSON'S SIGNATURE \_\_\_\_\_

Dean's Recommendation  FOR  AGAINSTReasons for or against:

DATE \_\_\_\_\_ DEAN'S SIGNATURE \_\_\_\_\_