

READ CAREFULLY

**** You must complete and submit all paperwork
NO LATER THAN 4:00 p.m. on the Friday before the ARAC meeting. ****

The Academic Regulations Appeals Committee (ARAC)

Should you have questions about the petition process, please contact: HSARAC@vcu.edu

There are a number of steps to the petition process.

1. **Write a letter** explaining your request and provide any ***documentation** supporting your situation. (See the *Step-by-Step Instructions for Writing an ARAC Letter.*)
2. **Complete the top half of the Cover Sheet** after you have written your letter and attached any relevant documentation (medical letters, court documents, etc. -- see the *Step-by-Step Instructions for Writing an ARAC Letter* for more information). The same cover sheet is used for a number of requests so please check the box (boxes) related to your request.
3. **For retroactive withdrawals/drops only:** Fill out the top part of the Faculty Memorandum with your name and course information. It is your responsibility to contact the instructor(s) in each course from which you are seeking the retroactive withdrawal. You will need one form for each class. It is recommended that you discuss your situation in person and give the instructor the Memorandum at that meeting. Sometimes an instructor will prefer to return the Memorandum directly to Attn: HSARAC, by fax (804-827-4511), by email (HSARAC@vcu.edu), or via campus mail (P.O. Box 842532). If you have been awarded Financial Aid, you must meet with your Financial Aid counselor and obtain a letter stating what, if any, financial implications might occur due to retroactively withdrawing from or dropping any course(s). Financial Aid is located at Harris Hall, 1015 Floyd Ave., 1st Floor, 804-828-6669 (fax 804-827-0060). Note: Selective retroactive withdrawals/drops from some, but not all, courses for a particular semester are usually denied unless the reason for the selectivity can be explained and documented.
4. **For retroactive adds:** If you have a hold on your account on the first day of the semester, you are not eligible to petition ARAC to add a course for that semester. In addition, for any retroactive adds, you must submit an approved override form and you must not have a hold on your account at the time of the ARAC meeting. You should check with Student Accounting to see if you will need to make any payments if this appeal is approved.
5. **Contact your Academic Advisor** to discuss your petition and get his/her recommendation on your petition. Your advisor must sign the cover sheet. If you do not know who your academic advisor is, our office and the departmental office of your major can assist you in identifying him/her.
6. **Contact the Chairperson** of your major department and ask for his/her signature. Your academic advisor may be able to assist you with getting this signature. You do not need to get the dean's signature.
7. **Print out unofficial transcript** from e-services and submit with all other documentation.
8. **Submit your completed petition** to the University College front desk, 1st floor Hibbs Hall, 900 Park Ave. Completed ARAC petitions must be submitted before 4:00 p.m. on the Friday before the ARAC meeting.
9. **The Committee typically meets** the second and fourth Thursday of each month. Your completed petition will be put on the upcoming agenda. This schedule may be adjusted due to holidays, etc.
10. **You will receive a letter** notifying you of the action taken by the Committee.