

**UNIVERSITY ACADEMIC APPEALS COMMITTEE
APPEALS PETITION**



All students must maintain a 2.0 overall GPA to be in good standing and are given one probation semester after their overall GPA drops below 2.0 at the end of fall or spring semesters. If the overall GPA does not reach a 2.0 in that probation semester or if the semester GPA is below 2.5, students are suspended. A student who was placed on suspension must earn a minimum 2.00 GPA the first semester back and raise the cumulative GPA to at least 2.00 by the end of the second semester back or earn a 2.50 GPA for every semester following the suspension until the cumulative GPA is 2.00 or greater.

Any appeal for exceptions to the policy must be based on very unusual circumstances. If you believe there were, indeed, circumstances beyond your control which contributed to your problem, use this form as part of your written appeal to the University Academic Appeals Committee. This form and all documentation must be submitted through your Associate Dean of Undergraduate Programs to the Appeals Committee. All matters related to your appeal will be handled in a confidential manner.

IMPORTANT NOTE: If you are appealing your suspension based on physical, psychiatric, or disability/ learning disability reasons, your appeal must first be reviewed by the Health Evaluating Committee. You must complete the necessary paperwork and bring the form to your Academic Associate Dean's Office for a signature. You then turn in the form to one of the offices listed below.

**Physical issue:* Phyllis Smith (smithpj@vt.edu or 540-231-5313), Schiffert Medical Center (form located online)

**Psychiatric issue:* Chris Flynn (flynnc@vt.edu, 540-231-6557), Cook Counseling Center (form located online)

**Disabilities, including learning disabilities such as ADD or ADHD:* Services for Students with Disabilities (SSD), (ssd@vt.edu or 540-231-3788), Lavery Hall, Suite 310; 430 Old Turner Street (form located in office)

Student Name: _____
Last First MI

ID #: _____ Level (Fr So Jr Sr): _____

Term and year you last attended: _____ Anticipated Graduation Date: _____

College: _____ Current Major: _____ Anticipated Major, if any: _____

Address for decision letter: _____

Phone Number: _____ Email: _____

Term and year for which you are appealing to enroll: _____

COMPLETE THE FOLLOWING STEPS

1. Attach to this form a typed statement explaining your basis for appeal; maximum length of two pages. Address the following questions:

What extraordinary circumstances beyond your control contributed to your academic performance falling below minimum university eligibility standards?

Why should you be given special consideration?

Explain how the circumstances that you cited as causing your academic difficulties will have changed to allow success if your appeal is granted.

Be sure you have covered all information relevant to your appeal.

Appeal Petition, page 2

2. Optional: Attach a letter from your academic advisor expressing his/her opinion on the academic appeal.

3. In the columns below indicate the courses which you plan to take in the next term of enrollment should your appeal be granted and show, by your own calculation, what grades are needed in these courses to reach the GPA needed for eligibility?

Department	Course Number	Credits	Target Grade	Quality Points

Total Credits _____ Total Quality Points _____

Anticipated Semester GPA _____

Anticipated Overall GPA at end of term _____

4. Sign to acknowledge the following statement:

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

Student's Signature

Date

5. Submit this completed form and attachments to the Associate Dean for your college, by the deadline established by the college.

College	Name	Email	Telephone	Office Location
CALS	Dr. Susan Sumner	calsap@vt.edu	540.231.5290	1060 Litton-Reaves
CAUS	Dr. Kathryn Albright	kclarke@vt.edu	540.231.6415	202 Cowgill Hall
COB	Dr. Candice Clemenz	clemenz@vt.edu	540.231.6602	1046 Pamplin Hall
COE	Dr. Bevelee Watford	deuce@vt.edu	540.231.3244	212 Hancock Hall
CLAHS	Dr. Dan Thorp	wachau@vt.edu	540.231.6770	238 Wallace Hall
CNRE	Ms. Stephanie Hart	stephaniehart@vt.edu	540.231.5297	138 Cheatham Hall
COS	Dr. Gary Long	cosadvising@vt.edu	540.231.5145	North End Center Suite 4300
US	Ms. Elaine Matuszek	matuszek@vt.edu	540.231.8440	117 Femoyer Hall