



EMORY
COLLEGE
OF ARTS AND
SCIENCES

COMMITTEE ON ACADEMIC STANDARDS

STUDENT PETITION PROCESS

Students are responsible for gathering all materials necessary to support their appeal to the Committee and submitting them by the deadlines. The written request is the only acceptable form of appeal to the committee and students may not appear in person.

PETITION DOCUMENTATION

The following materials should be included in your petition:

1. A cover letter with the specific request. For example, "Academic Relief for Fall 2018." A sample cover letter can be found on the [OUE Website](#).
2. A brief written narrative stating the grounds for the appeal. Include a description of the situation that affected you, the period you were affected, the extent to which this condition/event/situation affected you and the specific remedy you are requesting. You should give details only to the extent that they support your request.

The committee does not base its decisions on your stated plans for the future but on their understanding of the situation and its effect your past academic performance. In most cases, the committee will apply its decisions to an entire academic semester, in other words grant a comprehensive solution for all courses in that semester. It is unusual for the committee to grant single course solutions.

The heading of the narrative must include your current contact information (full legal name, mailing address, ID number, e-mail, and telephone number). You may consult with a faculty member or Dean Dan Dillard in the Office for Undergraduate Education if you have questions about how to prepare the narrative.

3. For medical conditions (physical or mental health) provide documentation from a treating professional on letterhead stationery and signed by the health provider. The supporting documentation should include the following:
 - a. The reason for the request
 - b. The time period during which the condition/event/ situation affected academic performance
 - c. The severity or scope of the condition or situation and the effect on academics
 - d. The remedy requested (academic relief)

Note: it is very important for the information from the medical professional to address the issues that arose during the time for which academic relief is being requested even if the professional did not treat you during that period of time. Information can be reported retrospectively for the committee to consider.

4. A current transcript (available from OPUS)
5. If requesting an exception or substitution for a General Education Requirement or a waiver of other academic regulations, you must include a statement from an appropriate faculty member, academic advisor or administrator supporting the request

PETITION SUBMISSION INSTRUCTIONS

All petition packets should be submitted to ec.cas@emory.edu. Incomplete packets will not be accepted.

Important: Appeals must contain current date, students' full legal name, student ID number, and e-mail address.

You may submit petitions and supporting documentation through the following means:

1. You may submit electronic copies of your cover letter, petition, letters of support (must be on letterhead), and transcript by via email to ec.cas@emory.edu. Mark the email "CAS-Confidential with your last name and student ID. Do not submit double-sided documents.
2. You may submit paper copies of letters from physicians, mental health professionals, faculty or administrators in sealed envelopes. Envelopes should have student's name

and the name of the writer clearly identifiable on the face. You should assemble all materials in date order in a packet and submit them by the deadline.

There is a deadline for submitting petitions. Refer to [meeting schedule](#) for the date of the meeting and the deadline for submitting petitions. If you miss one deadline, your petition will be held over until the next meeting of the committee. *(For time sensitive cases we encourage early submission.)*

Petitions can be emailed to ec.cas@emory.edu or mailed to

Committee on Academic Standards
White Hall 300
301 Dowman Drive
Atlanta, GA 30322

Decisions will be released by e-mail after the meeting in which the petition is heard. If you do not receive an e-mail, please contact Brenda Nix.