

READ CAREFULLY

**** You must have completed and submitted all paperwork by
NO LATER THAN 4:00 p.m. on the Friday before the ARAC meeting. ****

Instructions for filing a petition with The Academic Regulations Appeal 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 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 Ms. Lonnes via **fax**: 804-827-3479.
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 any course(s). Financial Aid is located at 901 West Franklin Street, room107, 804-828-6669 (fax 804-828-6187).
4. **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.
5. **Contact the Chairperson** of your major department and ask for his/her signature. You do not need to get the dean's signature.
6. **Print out unofficial transcript** from e-services and submit with all other documentation.
7. **Submit your petition to Ms. Jessica Lonnes, College of Humanities & Sciences / School of World Studies** Lafayette Hall, 312 N. Shafer St., Room 106, or by mail: P.O. Box 842021, Richmond, VA 23284. Since she discusses your case with the H&S representative on the Committee, she may want to ask some questions or clarify your request.
Petitions will not be presented until you have submitted the petition to Ms. Lonnes, and she has been in contact with you (email, phone, or by appointment) .
8. **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.
9. **You will receive a letter** from Jessica Lonnes notifying you of the action taken by the Committee.

***NOTE:** It is **your** responsibility to get (a) supporting documents and/or check on whether or not they have come in to the Office and (b) the signatures required on the petition form (# 4 and 5 above). It is advantageous to return your petition as quickly as possible. Your petition is held in our pending file for approximately four weeks. After that time, if your file is incomplete your file will be purged.