

READ CAREFULLY

STEP-BY-STEP INSTRUCTIONS FOR WRITING A LETTER TO THE ACADEMIC REGULATIONS APPEAL COMMITTEE

This letter MUST be typed, dated and signed!

1. Address the letter to: **The Academic Regulations Appeal Committee**

A. The first sentence should be one of these, based on type of appeal:

- I request a retroactive withdrawal /drop from _____ class, _____ semester _____ year. **List each class if there is more than one.**
- I request a retroactive add into _____ class, _____ semester _____ year. **List each class if there is more than one.**
- I request a waiver of the policy limiting a student on academic probation to 13 credits, to the extent of _____ credits, for the (FA, SP, SU) _____, (yr.) _____ semester.
- I request a waiver of the continuance policy following a first suspension that occurred in the (FA, SP, SU) _____, (yr.) _____ semester.
- I request a waiver of the continuance policy following a second suspension that occurred in the (FA, SP, SU) _____, (yr.) _____ semester.
- I request a waiver, to the extent of _____ credits, of the requirement stating that 30 of the last 45 credits must be earned in residence at VCU.
- I request a waiver, to the extent of _____ credits, of the requirement stating that 45 credits of upper level courses are required for graduation.
- I request a waiver of the requirement that 120 credits be earned for graduation to the extent of _____ credits.
- Other: Specify _____

B. After this sentence, you should indicate the reasons **why** you are making your request. **Be clear, concise, specific and complete.** You are trying to convince the committee to make an exception to a University policy for you.

C. If you are asking for a retroactive withdrawal for some classes, but not others in the same semester, explain and document why.

2. If there are medical reasons associated with your request, submit a doctor's statement (or other medical verification) indicating date(s) or visit(s), treatment, diagnosis, etc. **The more detailed in terms of dates, the better.**

3. If there are job related reasons for your request, submit documentation of change in schedule, out-of-town trips, etc. from your supervisor.