

PETITIONS COMMITTEE STANDARDS

The Petitions Committee has prepared these standards for drafting and submitting your petition. Failure to follow these standards will result in the petition being returned to you; you may then amend your petition to comply.

- I. Procedure
 - a. You must submit the petition to the Petitions Committee through the Associate Dean of Faculty Development and Academic Affairs (hereinafter "Associate Dean of FD/AA").¹
 - b. You must email the petition and any supporting documentation to the Associate Dean of FD/AA by any due date that she gives to you.
- II. Required Form of the Petition
 - a. The petition should be in a Word or PDF document that is attached to the email that you send to the Associate Dean of FD/AA; in other words, the petition should not be in the body of your email to the Associate Dean of FD/AA.
 - b. The petition should be addressed to the Petitions Committee.
- III. Required Content of the Petition
 - a. The petition should clearly set forth the rule that you are seeking the Petitions Committee to waive/modify. The Committee prefers that you cut and paste the relevant rule from the Law Bulletin.
 - b. The petition should explain why your circumstances warrant a waiver.
 - c. The petition must include a certification that you have read and complied with these standards.
- IV. Attachments for the Petition
 - a. You must attach an unofficial transcript to your petition. To pull an unofficial transcript, go to LORA, click on the "STUDENT RECORDS" tab, and select "Institutional Coursework" from the drop down. Print the page as a PDF to attach to your petition email.
 - b. You must prove the circumstances you assert. With that in mind, you should provide the following evidence for the following types of petitions:
 - i. If you are seeking a waiver of the attendance policy, please include in the petition a list of days that you were absent from the course in question and explain each of those absences.
 1. Provide documentation of each absence if possible (doctor's notes, obituaries, police reports, etc...). You need not disclose personal medical information; documentation that you are under a doctor's care at the relevant time(s) will suffice.
 2. The Committee will maintain the confidentiality of these records.
 - ii. If you are seeking a waiver of a GPA requirement for any reason (for example, to participate in extracurricular activities, for a certificate, or for readmission to the College of Law after academic exclusion), please include:
 1. An explanation of why you fell below the requisite GPA (and if your reasons include outside events, include documentation of those events if possible);

¹ This position is currently occupied by Dean Mary Algero.

2. Your plan for improvement moving forward;
 3. Your involvement with the Academic Success program, if any, and if you consulted them, disclose how often you did so;
 4. Letters from professors (including your contact(s) in Academic Success) who can attest to your efforts and abilities if possible;
 5. A statement indicating the GPA you will be required to obtain in the next semester (to reach the requisite 2.0) if readmitted, and why you are confident in your ability to do so.²
- iii. If your petition involves issues surrounding any sort of academic paper, please include a description of the project, an outline of the paper, and a letter from the supervising professor supporting your request.
 - iv. If you are seeking a waiver of required experiential learning hours, attach the Law Bulletin provisions showing each class that you have taken that qualifies as experiential and for how many credit hours each qualifies.
 - v. If you are seeking to substitute a class for a required course or one required for a certificate, please explain why (1) you have not and cannot take the required course and (2) the substitute class is an appropriate one. As to (2), it is helpful if you include letters from the professors of both classes discussing how the classes are similar and how they are different.
 - vi. If you are seeking relief from any rule and your justification is that there was a misunderstanding of some sort, please provide details surrounding the misunderstanding. Specifically, include an explanation of
 1. Any College of Law resources you consulted (for example, the Law Bulletin or website) and how those resources caused the misunderstanding.
 2. Any sort of advice you sought regarding the issue from the Law School administration, faculty, or staff and whether or not that advice caused the misunderstanding.

² This requirement applies only to petitioners who seek readmission after academic exclusion.