## CLAS GUIDELINES FOR STUDENT PETITIONS (Fall 2015)

<table>
<thead>
<tr>
<th>TYPE OF PETITION (S)</th>
<th>INFORMATION NEEDED</th>
<th>Required signatures</th>
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| Appeal of Academic Suspension               | **Student-supplied information:**  
  • Explanation of when and why the student was suspended  
  • A list of the courses and credits hours planned for the semester when the student is readmitted  
  • A detailed plan to ensure academic success if readmitted (e.g. how many hours per week will be devoted to each class? Will the student use a tutor? Will the student work full-time if readmitted?)  
  • UIS GPA  
  • Transcript(s) of courses taken elsewhere while on suspension from UIS  
  • Academic suspension contract filled out and signed  
  **Advisor/Chair-supplied information:**  
  • Student’s UIS GPA  
  • Assessment of the likelihood of student success if re-admitted | Adviser  
  |                                                                 |                                                                 | Dept Chair  
  |                                                                 |                                                                 | Assoc Dean  
  |                                                                 | ✓   | ✓   | ✓   |
| Course level change                         | **Student-supplied information:**  
  • Course number, title, grade, and number of credit hours of the course to be changed  
  • Rationale for requesting course level change  
  **Advisor/Chair-supplied information:**  
  • Rationale for approval | Adviser  
  | Note: requests to change a 400-level courses to the graduate level need instructor signature |                                                                 | Dept Chair  
  |                                                                 | ✓   | ✓   | ✓   |
| Exception – General Education Requirements  | **Student-supplied information:**  
  • Course number, title, grade, and number of credit hours of the course(s) requested for exception  
  • Syllabus including course description and schedule  
  **Advisor/Chair-supplied information:**  
  • Rationale for approval | Adviser  
  |                                                                 |                                                                 | Dept Chair  
  |                                                                 | ✓   | ✓   | ✓   | ✓   |

*VCAA= Vice Chancellor for Academic Affairs
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| Exception – University Requirements | Student-supplied information:  
- Rationale for exception  
Advisor/Chair-supplied information:  
- Rationale for approval | ✓ ✓ ✓ ✓ |
| | **Overload** hrs, Fall or Spring > **21-21.99** Summer > **8-11.99** |
| OR | **Overload** hrs, Fall or Spring > **22** or more Summer > **12** or more |
| OR | **Overload** hrs- GAs  
Fall/Spring > 12, Summer > 6 |
| | Student-supplied information:  
- Rationale for overload  
- A list of the courses and credits hours planned for the semester requested for overload  
- A detailed plan to ensure academic success (e.g. how many hours per week will be devoted to each class? Will the student use a tutor? Will the student work full-time while taking an overload?)  
Advisor/Chair-supplied information:  
- Student’s UIS GPA  
- Assessment of the likelihood of student success | ✓ ✓ ✓ ✓ |
| Probation Overload | Fall/Spring > 12  
Summer > 6  
**Probation overload should be the minimum to allow maintenance of full-time status – 13 or in very rare cases 14 hours.** | Student-supplied information:  
- Reason for being placed on probation  
- Rationale for overload  
- A list of the courses and credits hours planned for the semester requested for overload  
- A detailed plan for managing the workload  
- UIS GPA  
Advisor/Chair-supplied information:  
- Student’s UIS GPA and minimum hours to maintain full-time status  
- Assessment of the likelihood of student success | ✓ ✓ ✓ |
| Request for Retroactive Modification | Student-supplied information:  
- Rationale for the request  
Advisor/Chair-supplied information:  
- Rationale for approval | ✓ ✓ ✓ ✓ |

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<td>• Request for <strong>Upper Division Credit</strong> &lt;br&gt; OR &lt;br&gt; • Transfer Credit Acceptance <strong>Graduate</strong> &lt;br&gt; OR &lt;br&gt; • Transfer Credit Acceptance <strong>Undergraduate</strong></td>
<td><strong>Student-supplied information:</strong>&lt;br&gt; - Course number, title, grade, number of credit hours, and the institution where and when the course was completed.&lt;br&gt; - Syllabus including course description, textbooks, and schedule showing the topics covered.&lt;br&gt; - Rationale for requesting upper-division credit&lt;br&gt; - For courses taken at institutions outside the United States, please consult your advisor.&lt;br&gt; <strong>Advisor/Chair-supplied information:</strong>&lt;br&gt; - Rationale for approval</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>Time Extension for Degree Completion</td>
<td><strong>Student-supplied information:</strong>&lt;br&gt; - List the semester the coursework will be completed</td>
<td>✓</td>
<td>✓</td>
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#### PETITIONS THAT DO NOT NEED DEAN/ASSOCIATE DEAN’S SIGNATURE
- Course repeats
- Change of catalog year
- Exception Commencement Participation
- Exception Program Requirements
- Exception Modification of Graduation Contract
- Leave of Absence
- Overload hours, Fall or Spring >18-20.99

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