

CLAS GUIDELINES FOR STUDENT PETITIONS (Fall 2015)

TYPE OF PETITION (S)	INFORMATION NEEDED	Required signatures			
		Adviser	Dept Chair	Assoc Dean	Moranski's office (VCAA*)
Appeal of Academic Suspension	<p>Student-supplied information:</p> <ul style="list-style-type: none"> • 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 <p>Advisor/Chair-supplied information:</p> <ul style="list-style-type: none"> • Student's UIS GPA • Assessment of the likelihood of student success if re-admitted 	✓	✓	✓	
<p>Course level change <i>Note: requests to change a 400-level courses to the graduate level need instructor signature</i></p>	<p>Student-supplied information:</p> <ul style="list-style-type: none"> • Course number, title, grade, and number of credit hours of the course to be changed • Rationale for requesting course level change <p>Advisor/Chair-supplied information:</p> <ul style="list-style-type: none"> • Rationale for approval 	✓	✓	✓	
Exception – General Education Requirements	<p>Student-supplied information:</p> <ul style="list-style-type: none"> • Course number, title, grade, and number of credit hours of the course(s) requested for exception • Syllabus including course description and schedule <p>Advisor/Chair-supplied information:</p> <ul style="list-style-type: none"> • Rationale for approval 	✓	✓	✓	✓

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Exception – University Requirements	Student-supplied information: <ul style="list-style-type: none"> Rationale for exception Advisor/Chair-supplied information: <ul style="list-style-type: none"> Rationale for approval 	✓	✓	✓	✓
<ul style="list-style-type: none"> Overload hrs, Fall or Spring > 21-21.99 Summer > 8-11.99 <i>OR</i> <ul style="list-style-type: none"> Overload hrs, Fall or Spring > 22 or more Summer > 12 or more <i>OR</i> <ul style="list-style-type: none"> Overload hrs- GAs Fall/Spring > 12, Summer >6 	Student-supplied information: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Student's UIS GPA Assessment of the likelihood of student success 	✓	✓	✓	✓
Probation Overload Fall/Spring > 12 Summer >6 <i>Probation overload should be the minimum to allow maintenance of full-time status – 13 or in very rare cases 14 hours.</i>	Student-supplied information: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Rationale for the request Advisor/Chair-supplied information: <ul style="list-style-type: none"> Rationale for approval 	✓	✓	✓	✓

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<ul style="list-style-type: none"> • Request for Upper Division Credit <i>OR</i> • Transfer Credit Acceptance Graduate <i>OR</i> • Transfer Credit Acceptance Undergraduate 	<p>Student-supplied information:</p> <ul style="list-style-type: none"> • Course number, title, grade, number of credit hours, and the institution where and when the course was completed. • Syllabus including course description, textbooks, and schedule showing the topics covered. • Rationale for requesting upper-division credit • For courses taken at institutions outside the United States, please consult your advisor. <p>Advisor/Chair-supplied information:</p> <ul style="list-style-type: none"> • Rationale for approval 	✓	✓	✓	
Time Extension for Degree Completion	<p>Student-supplied information:</p> <ul style="list-style-type: none"> • List the semester the coursework will be completed 	✓	✓	✓	

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