

College of Agricultural and Environmental Sciences Guidelines for Student Petitions

CAES students have the right to appeal or petition academic decisions including degree program requirements, course grades, and return from academic dismissal. Student petitions must adhere to the following guidelines:

Policies & Procedures

- Petitions must be initiated and submitted by students.
- A complete petition includes:
 - A letter written by the student
 - A letter of support from the student's faculty mentor, major department's undergraduate coordinator, or other appropriate faculty member
 - Any supporting documentation
- Student letters should be addressed to the Associate Dean for Academic Affairs and must include the date and student's full name, ID number, mailing address, phone number, and UGA e-mail address. Letters must be emailed as an attachment, along with any supporting documentation, from the student's UGA email address to Doug Bailey at dabailey@uga.edu. Faculty letters may be included or sent directly to Doug Bailey at dabailey@uga.edu. Please do not send hardcopy petitions.
- **Major requirements:** Petitions for major requirements must be submitted first to the department in which the student's major resides. If the petition is denied, the student has the right to petition (in this order) the CAES Office of Academic Affairs, Educational Affairs Committee and, finally, the President.
- **Grade changes:** Petitions for grade changes must be submitted first to the course instructor. If the petition is denied, the student has the right to petition (in this order) the Department Head, Dean, Educational Affairs Committee and, finally, the President. Grades are appealed within the department and college in which they are earned, not in the department and college in which the student's major resides. Beyond the instructional-unit level, graduate students' next line of appeal is to the Graduate School.
- Petitions are considered on a case-by-case basis and are not precedence for other petitions. Please contact your academic advisor or Doug Bailey at dabailey@uga.edu if you have questions concerning the appeals process.

Tips

- Student letters usually begin with a one-sentence summary of what is being petitioned.
- Be specific. For example, if the petition is requesting a course substitution, name the specific course numbers and titles as listed on the transcript or in the Bulletin. If the petition is requesting readmission following an academic dismissal, be sure to include the intended semester of readmission. Petitions for grade changes should clearly state and document reasons for changing the grade.

Deadlines

- Petitions for course substitutions, waivers, and other exceptions to university and college degree requirements must be submitted prior to the start of the semester in which the student plans to graduate.
- Petitions for grade changes must be initiated within one calendar year from the end of the term in which the grade was recorded.
- After meeting with the CAES Academic Coach, petitions for readmission must be submitted by:

| Semester Returning | Deadline |
|--------------------|--------------------------|
| Fall | June 1 st |
| Spring | November 1 st |
| Summer | March 1 st |

For more information on UGA Students' Right of Appeal, please see <http://bulletin.uga.edu/bulletin/ind/appeals.html>