Petition Streamlining Proposal

Proposal: To streamline the petition process for timely and consistent decisions, and allow for a dedicated appeal process. To enable consistent decisions, petition parameters follow with criteria indicating what a candidate must provide for their petition to be considered. Allowing Student Academic Services staff, with yearly reporting to the Academic Standards subcommittee, to process the initial decision will streamline the petition process. Students may appeal the petition decisions of the Student Academic Services staff to the Academic Standards subcommittee. Appeals and yearly reporting will facilitate the review of the petition parameters.

Justification: The justification of this request is due to four main points.

First, determining set parameters regarding petition approval and denial will allow CLAS SAS staff the ability to make consistent decisions based on clear guidelines and communicate petition standards across the College.

Second, petitions can be evaluated quickly and communication can be sent to students in a timely manner. Currently a large portion of petitions can take at least a month before they are reviewed due to volume and time as Academic Standards only meets 3 hours a month. Other petitions can take up to three months depending on the next meeting of Academic Standards, especially if they come to us at the end of the semester or during the summer term. This forces academic standards to meet during the summer when the rest of CUSA is not in session.

Third, by having the Academic Standards subcommittee act as an appeal committee this will allow students to have their petition reviewed by a second party versus appealing back to the same decision maker as is the practice at this time.

Finally, by reducing the amount of petitions reviewed, the Academic Standards Subcommittee will have time to focus on broader issues such as discussing the academic standards of undergraduate education within the College.
Documentation Definitions

**Non-attendance documentation** must include confirmation from instructors, for coursework taken within two years of request, that no courses were attended during the semester requested. Students in their first semester at KU can also provide proof of non-attendance if they show that they were enrolled full time at another institution.

**Medical documentation** must be presented in the format of the CLAS Medical Assessment Form. In extreme situations, documentation of hospitalization/in-treatment can be accepted for current semester issues.

**Bereavement documentation** on the passing of a close family member such as child, parent, spouse, sibling, or individual that resided with student includes media notification, memorial card or death certificate along with proof of relationship (if not included in submitted documentation).

**Military Deployment documentation** must be a copy of military orders that list date received by student and date of deployment.

**Extenuating circumstances beyond student control documentation** would consist of documentation related to a serious accident, crime or similar serious issue that has official documentation such as police report, legal paperwork or something comparable. Dates of incidents must be within semester of concern or proof of impact documentation will need to be included addressing how the tenuating circumstances continued to affect academics.

**Proof of impact documentation** addresses why and how circumstances affected the student’s academics and can be presented in the format of the CLAS Medical Assessment Form or by letter from an official University representative assisting with academic accommodations.

**Graduation hardship documentation** must be presented in written format indicating that a student has a pending job offer, acceptance to graduate school or post-baccalaureate program, military commission, medical documentation or extenuating circumstance beyond student’s control that impacts ability to complete requirement, or materials that show requirement cannot be fulfilled through currently offered courses and/or student’s schedule.

**Misadvising documentation** must be a written statement of misadvising/miscommunication from academic advisor, faculty advisor or other official staff representative of the University of Kansas advising documentation (Kyou portal notes, Orientation advising, email exchanges, etc.) demonstrating misadvising/miscommunication. All advising notes and materials (whether or not they are provided by the student) will be used to assess misadvising/miscommunication petitions.

**Faculty support documentation** must be presented in written format explaining why exception should be made for individual student.

**Departmental support documentation** must be presented in written format explaining why exception should be made for individual student.

**Administrative error documentation** is considered to be documentation from Enroll & Pay that an attempt to drop all courses or an attempt to drop single course prior by withdrawal deadline, written support from University official that an error was made, or written support that a representative of the University indicated that they were to have acted on the student’s behalf.

**Non-evaluation documentation** is considered to be feedback from instructor/department that indicates no grades were received, prior to the last day to drop, or written communication between student and instructor that demonstrates that the student did not receive feedback.
Petition Parameters (Petitions and process with an asterisk are already done administratively):

**Time Limit to Degree** – A candidate for Time Limit to Degree petition must provide/meet the following:

- Request to graduate with initial term requirements during readmitted semester (requests can be made after the readmitted semester provided that we have misadvising/miscommunication documentation),

- Major/minor department support documentation indicating their approval and remaining requirements needed for major/minor completion,

- Ability to complete remaining requirements within one academic calendar year,

- Have less than twenty hours remaining to meet all degree requirements.

**Curriculum Requests** – A candidate for currently approved degree, major and minor requirements must provide documentation of misadvising or make a strong case for exception to the policy.

- A candidate for misadvising must provide documentation misadvising/miscommunication, documentation of department and/or faculty support, and documentation of graduation hardship.

- A candidate for exception to policy must provide an explanation of why an exception should be made for them (honor course opportunity, course options in graduation year, etc.), documentation of departmental support, and documentation of graduation hardship.

**BGS Math Substitution** – Please see specific policy for details on candidate criteria.

**Incomplete Extension** – A candidate for extending the completion of an incomplete beyond the year provided must demonstrate completion conflicts and required administrative documentation. If approved, request will be sent to University Faculty Executive committee for final decision.

- A candidate with completion conflicts will have one or more of the following:

  - Letter from instructor indicating lab or studio space issues,

  - Letter from instructor/department (if instructor is not available) indicating completion conflicts,

  - Documentation of completion conflicts such as email exchanges.

**Required administrative documentation:**

- Plan to complete incomplete,

- Timeframe (if longer than a semester then there must be an explanation as to why such as lab space or sabbatical concerns, extensions will not be approved for longer than one academic year),

- Faculty support,

- Department support,

- And grade if course is now complete.
**Retroactive Withdrawal** - A candidate for retroactive withdrawal must have documentation indicating; an administrative error, non-attendance, serious medical concern, extenuating circumstances, and non-evaluation. Retroactive withdrawal requests that need instructor confirmation must be submitted within two years of the requested semester due to KU documentation retention policy.

*A candidate for administrative error can provide documentation of administrative error, or CLAS Student Academic Services is able to confirm technical error in the Enroll & Pay system.*

*A candidate for non-attendance will not have attended any classes for the semester and provide documentation of non-attendance.*

A candidate for serious medical concern will be petitioning for a full semester withdrawal (unless clear documentation demonstrates how only specific course was impacted), provide a clear explanation as to why they did not withdrawal prior to published deadline (submitted documentation should support statement), and submit the CLAS Medical Assessment Form (or other approved documentation of medical concern).

Repeated or multiple semesters requests, especially with previously diagnosed chronic illness, are unlikely to be approved, especially if timeline of concern occurs prior to drop deadline and/or the student is not registered with the Academic Achievement and Access Office,

If requesting individual course, then diagnosis must have occurred after posted drop deadline and CLAS Medical Assessment Form must be presented to explain why specific course was the only course impacted. If instructor has offered incomplete as a way to resolve issue, then that option may be recommended instead of an approved withdrawal.

A candidate for extenuating circumstances beyond student’s control must provide a clear explanation as to why they did not withdrawal prior to published deadline (submitted documentation should support statement) and one or more of the following documentation: extenuating circumstance beyond student’s control, medical, bereavement, military deployment, or proof of impact documentation.

If requesting individual course, then extenuating circumstance must have occurred after posted drop deadline and clear documentation must be presented to explain why specific course was the only course impacted. If instructor has offered incomplete as a way to resolve issue, then that option may be recommended instead of an approved withdrawal,

Financial issues are not considered as extenuating circumstances unless expected funds are withdrawn due to circumstances beyond student’s control after the last day to drop. Documentation of funds to be received, reason why funds denied, and steps taken by student to resolve issues are required.

A candidate for non-evaluation must provide documentation of non-evaluation. This option is not for students who fail to participate in the course.

**Reinstatement/Readmission** – A candidate for reinstatement/readmission must have documentation indicating documented serious medical concern, extenuating circumstances beyond the student’s control, or a recent diagnosis of a learning disability that impacted their ability to meet probation or readmission requirements or be able to demonstrate a graduation hardship.

A candidate with a serious medical concern must submit the CLAS Medical Assessment Form, provide documentation of registration with the Academic Achievement and Access Center (if applicable), and be able to demonstrate previous academic success at KU (2.50 or higher KU term GPA with no more than three consecutive semesters of less than 2.00 KU coursework). Students with only two semesters of KU work will need to have demonstrated GPA improvement during their probation semester.
A candidate with **extenuating circumstances beyond their control** must have one or more of the following documentation: *extenuating circumstance beyond student’s control, medical, bereavement, or proof of impact documentation*. In addition to documented circumstances, the candidate must also be able to demonstrate previous academic success at KU (2.50 or higher KU term GPA with no more than three consecutive semesters of less than 2.00 KU coursework). Students with only two semesters of KU work will need to have demonstrated GPA improvement during their probation semester.

A candidate with a **recent diagnosis of a learning disability** must submit the CLAS Medical Assessment Form, provide documentation of registration with the Academic Achievement and Access Center (if applicable), and be able to demonstrate previous academic success at KU (2.50 or higher KU term GPA with no more than three consecutive semesters of less than 2.00 KU coursework). Students with only two semesters of KU work will need to have demonstrated GPA improvement during their probation semester.

A candidate with a **graduation hardship** must have made at least a 2.25 KU term GPA during their recent semester at KU, have 15 or less hours to raise their KU cumulative GPA to a 2.00 (if they maintained a 2.50 average in that coursework), and have no degree requirements that can be completed at a community college. In addition to the graduation hardship, the candidate must also be able to demonstrate previous academic success at KU (2.50 or higher KU term GPA with no more than three consecutive semesters of less than 2.00 KU coursework).