

READ & FOLLOW CAREFULLY

STEP-BY-STEP INSTRUCTIONS FOR WRITING A LETTER TO THE ACADEMIC REGULATIONS APPEAL COMMITTEE (ARAC)

1. **Address the letter to:** The Academic Regulations Appeal Committee. (NOTE: This letter must be typed).
 - A. **The first sentence should be (choose appropriate request below):**
 - ☐ I request a retroactive withdrawal / drop from ____ (class*), ____ (semester) ____ (year).
**List each class if there is more than one.*
 - ☐ I request a retroactive add to ____ (class*), ____ (semester) ____ (year).
**List each class if there is more than one.*
 - ☐ I request a waiver of the policy limiting a student on academic probation to 12 credits, to the extent of ____ credits, for the ____, (year) ____, (semester).
 - ☐ I request a waiver of the continuance policy following a first suspension that occurred in the ____, (year) ____, (semester).
 - ☐ I request a waiver of the continuance policy following a second suspension that occurred in the ____, (year) ____, (semester).
 - ☐ I request a waiver, to the extent of ____ credits, of the requirement stating that the 30 of the last 45 credits must be earned in residence at VCU.
 - ☐ I request a waiver, to the extent of ____ credits, of the requirement stating the 45 credits of upper level courses are required for graduation.
 - ☐ I request a waiver of the requirement that 120 credits be earned for graduation to the extent of ____ credits.
 - ☐ I request (other):
 - B. **After this sentence**, you should indicate the reasons why you are making your request. Be clear, concise, specific and complete. You are trying to convince the committee to make an exception to a University policy for *you*.
 - C. **If you are asking for a retroactive withdrawal from some classes**, but not others in the same semester, please explain why.
2. **If there are medical reasons associated with your request**, submit a doctor's statement (or other medical verification) indicating date(s) of visit(s), treatment, diagnosis, etc. The more detailed in terms of dates, the better.
3. **If there are job related reasons for your request**, submit documentation of change in schedule, out-of-town trips, etc. from your supervisor. The more detailed in terms of dates, the better.