

COMMITTEE ON ADMISSIONS AND ACADEMIC STANDARDS (CAAS) PETITION

INSTRUCTIONS (See Page 2 for Additional Submission Suggestions):

STUDENT: (Items 1,2,3,4,7) Complete all items specific to your petition. An incomplete petition may result in deferral or disapproval. If necessary, additional supporting material may accompany your request. Submit your complete petition directly to the CAAS chair. You will receive written notification of the committee's decision at the earliest opportunity. **Additionally, the Director of Study Abroad must endorse petitions regarding study-abroad issues.**

INSTRUCTOR/ADVISOR: (Items 5,6) Your comments are essential in determining the outcome of this petition. It is very important that you clearly indicate your position on this issue. Petitions without appropriate faculty comments will be deferred until they are obtained.

1. **Petitioner Name:** _____ **Date:** _____

2. **Address:** _____ **Phone:** _____

Email: _____ **Major:** _____ **Anticipated Degree Date:** _____

3. **Nature of Request:** _____

4. **Reason for Request:** _____

5. [**For Instructor** (when applicable) or **Director of Study Abroad**] I () support () do not support () am neutral regarding this petition because:

Name (Please Print)

Signature

Date

6. [**For Advisor**] I () support () do not support () am neutral regarding this petition because:

Advisor Name (Please Print)

Signature

Date

7. [**For Petitioner**] To the best of my knowledge the above information is accurate and complete. I understand that it is my responsibility to be aware of any financial implications of my petition.

Signature

Date

8. **Committee Action:** () Approved () Disapproved Explanation: _____

RETURN TO CAAS CHAIR: 2019-2020 Dr. Michael Kelly (mikelly@transy.edu) BSC 119A (859) 233-8185

Notes and suggestions for completing the petition:

- Please write legibly (or type).
- The “Nature of the Request” blank should be used to detail exactly what action you are requesting. Include as much detail as possible. Include any relevant course numbers, instructors, Area requirements (I, II, III, IV or V), the specific semester involved, location of Study Abroad, etc.
- The “Reason for Request” blank should be used to justify your petition to a group of faculty members who are unfamiliar with your circumstances. The more information the committee has the more informed the decision can be. Be clear and concise in explaining your case to the committee. Attach additional pages if necessary.
- Have the Instructor or your Advisor provide additional information when possible.
- Attach any supporting documentation you may have.
- Be sure that you sign the petition. Have the Instructor sign the petition (when applicable). Have the Director of Study Abroad sign the petition (when applicable). Have your Advisor sign the petition (always).
- Submit the petition directly to the Chair of CAAS
- Incomplete or unclear petitions will be returned to the student without examination by CAAS.
- Petitions received after 12:00 (noon) on the day before a scheduled meeting will not be considered until the following meeting.