

Please email your petition to:

fcas-academic-svcs@uga.edu

Franklin College Academic Standards Committee

Franklin College of Arts & Sciences

Student Academic Services

346 Brooks Hall

University of Georgia Athens, Georgia 30602

Please fill in the blanks below and attach to the front of your petition.

STUDENT'S FULL NAME:

STUDENT ID #:

UGA E-MAIL ADDRESS:

TELEPHONE NUMBER:

LOCAL ADDRESS:

HOME ADDRESS:

PLEASE WRITE 1-2 SENTENCES DESCRIBING YOUR REQUEST TO THE ACADEMIC STANDARDS COMMITTEE (ex. I would like the Franklin foreign language requirement waived due to my proficiency in Gujarati.):

PLEASE WRITE 1-2 SENTENCES DESCRIBING WHAT OUTCOME YOU ARE HOPING TO RECEIVE (ex. I am hoping to have my request approved and my Franklin foreign language requirement waived.):

Required Appeal Materials

1. ASC Cover Sheet

☐ Completed and attached

2. Appeal Letter

Please provide a letter describing your request to the academic standards committee, the circumstances that you believe justify the exception, and your desired outcome. You are acting as your own advocate and will make a better impression if your petition is well thought out and well written.

☐ Written and attached

3. Supporting Documentation

Please provide documentation supporting your petition. Below are examples of different types of documentation that you can provide depending on the type of appeal. Documentation is not required, but the commonly provided documents in the list below will strengthen the evidence for your appeal.

Waiver for the Franklin Foreign Language Requirement

- Exam scores from recognized language proficiency exams
- Enrollment information from schools taught in a foreign language
- Letters from instructors who have taught you and can verify your proficiency in a foreign language.

Course Substitutions for Franklin College Requirements

- Letter of support from the substitute course instructor
- Catalog description and syllabus for the required course
- Catalog description and syllabus for the substitute course proposed
- Letter of support from an advisor

Grade Appeals

- Letter from department head confirming final departmental decision
- Email or written record showing attempted resolution with instructor
- All course material relevant to the grade appeal in question and grades received
- Syllabus from the course, including how the course grade was calculated

Academic Suspension

- Documentation of extenuating circumstances
- Letters of support from: advisors, faculty, counselors, physicians
- An academic recovery plan detailing tutoring, course load, etc.

☐ Collected and attached

4. Unofficial Transcript

☐ Collected and attached

5. To appeal based on language or physical disabilities, start with the [Accessibility and Testing Center](#)