

ACADEMIC STANDARDS COMMITTEE PETITION FOR SPECIAL CONSIDERATION

A Petition for Special Consideration may be submitted for the following reasons:

1. To delete penalty grade(s) assigned due to failure to complete a course(s) for medical reasons
Medical verification is required. If approved, grade(s) will be changed to "W"
2. To correct errors made by academic departments. Department verification is required
3. To correct registration errors. Documentation is required
4. To add course and grade to prior semester. Department or university error must be documented
5. To extend one year time limit for completing an incomplete grade

IMPORTANT INFORMATION

- Petitions must be submitted within one year from the end of the semester in which the original grade was assigned in the case of grade deletion or extension of incompletes; or within one year from the end of the semester in which the grade is to be added.
- Instructor and department chair recommendations are required on all Petitions.
- Earned grades (those based on evaluation of a student's performance in the course) cannot be deleted through the ASC. The appropriate way to delete an earned grade is to repeat the course.
- Petitions approved for medical withdrawal will have a withdrawal date posted. Fees due or past due will be recalculated based in this date. Financial aid SAP will also be determined based on this date.
- Students receiving "I" grades have one year to complete the course requirements and earn a grade. If the "I" is not completed within one year, it will convert to an "F" and cannot be deleted.
- Extensions of incomplete grades with instructor and department chair approval are usually granted for one semester beyond the one year expiration. Students requesting more than one additional semester to complete the course must have written justification as to why more time is needed.
- In most cases, if a Petition is approved for deletion of grade, the grade will not be erased from a student's permanent record. The units will be discounted from the GPA, the student's academic status updated and "grade deleted by Petition" noted on the permanent record. Deleting a grade does not remove any outstanding fees past due.
- The Academic Standards Committee will not consider grade appeals, general education substitution waivers, or first "WU" grade deletions. Other procedures are in place to accommodate these requests.
- All completed Petitions are to be submitted to the Student Services Counter located in the Lassen Hall lobby area or the Registrar's Office, Lassen Hall 2000. **Failure to submit Petitions with signatures and verification or documentation will delay the Committee's decision.**
- The Committee meets approximately once a month during the academic year.
- You will be notified via mail regarding the decision of your Petition.



SACRAMENTO STATE

Office of the University Registrar

ACADEMIC STANDARDS COMMITTEE PETITION FOR SPECIAL CONSIDERATION

Name _____, _____ Student ID Number _____
Last First MI

Address _____ Day Telephone Number _____
_____ CSUS Graduation Date _____
City State Zip

Email Address(es) _____

I. Special Consideration Request (check appropriate box)

- Delete Course _____ Grade _____ from Semester and Year _____
- Add Course _____ Grade _____ to Semester and Year _____
- Extend Incomplete Deadline _____ Semester and Year course taken _____
- Other _____

II. Reason for Request (attach verification and documentation)

Student's Signature _____ Date _____

III. Instructor and Department Chair Recommendations

Approved Denied Instructor's Signature _____ Date _____

List course to be added _____ *Grade _____ Semester _____ Units _____

* Must be filled in by instructor of record.

Comments _____

Approved Denied Department Chair's Signature _____ Date _____

Comments _____

IV. Academic Standards Committee Action

Granted Denied By _____ (Chair of ASC) Date _____

Action taken _____

Record posted by _____ Date _____

