Submit to the Vice Provost for Undergraduate Education by dropping off in Gulley Hall on the Storrs campus
or mail to: University of Connecticut, VP for UE, 352 Mansfield Road, Unit 2086, Storrs, CT 06269-2086

ACADEMIC ADJUSTMENT PETITION
For
STUDENTS SEEKING AN ACADEMIC ADJUSTMENT
TO THE GENERAL EDUCATION COMPETENCY REQUIREMENTS
OF QUANTITATIVE REASONING or SECOND LANGUAGE

Procedure

Students seeking an Academic Adjustment to the General Education Quantitative Reasoning or 2nd Language competency requirement should provide the listed information and ensure that they have submitted current and comprehensive disability documentation to the Center for Students with Disabilities (CSD). It is strongly recommended that students seeking an academic adjustment should verify with the CSD that their documentation is up to date, comprehensive, and complete before submitting a petition to the Vice Provost for Undergraduate Education.

Students should initiate the process of seeking an academic adjustment through the office of the Dean of their school/college (or, as appropriate, via the head of Continuing Studies or the director of the Academic Center for Exploratory Students) and should meet with a representative from the CSD when preparing the Academic Adjustment Petition.

This Academic Adjustment Petition should be prepared as early as possible in a student's undergraduate career after a plan of study has been selected and certainly no later than the semester prior to the last year so that there will be ample time to complete requirements, whether adjusted or not. Students should submit the completed petition to the Vice Provost for Undergraduate Education prior to the end of the 3rd week of the semester. Consideration for an academic adjustment is done on a case-by-case basis. Committee recommendations will typically be made before the 5th week of the semester and communicated in writing to students and their school/college or unit of enrollment.

Academic Adjustment Petition Checklist

- ☑ A signed *Academic Adjustment Petition* cover sheet (this page)
- ☑ A personal statement outlining the reasons for the request
- ☑ A compete listing of the quantitative and/or language courses you have attempted to date
- ☑ An explanation of the difficulties you have experienced in quantitative and/or language courses
- ☑ Unofficial transcripts from all colleges and high schools you have attended
- ☑ Evidence that you have actively pursued academic support; which may include letters of support from professors, high school teachers, tutors, and/or academic advisors
- ☑ Meet with a representative from the Center for Students with Disabilities (CSD) to ensure that you have an updated and comprehensive copy of Disability Documentation on file and have provided sufficient information regarding the request to enable the CSD representative on the Academic Adjustments Committee to adequately comment on your petition.

Student Name: _____
[First] [Middle] [Last]

Student Major: _____

Student (PeopleSoft) ID: _____

Student Phone: _____

Student Mailing Address: _____

Student Email Address: _____

_____ _____
Student Signature [date]

_____ _____ _____ _____
Advisor Signature [date] Dean Signature [date]
(indicating awareness of submission of this petition) (indicating awareness of submission of this petition)

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