

## Coversheet for Submitting a petition to Academic Hearing Board

Name:	
Student ID:	
Cell Phone Number:	
Email:	

### I am submitting a petition to Academic Hearing Board for the following issue:

- Retroactive Withdrawal** – *This is asking for us to retroactively withdraw you from a course or courses. This is typically due to some type of circumstances (injury, illness) that impacted your ability to complete the term and you are asking to backdate your withdrawal to that date. You will need to explain the rationale/circumstances and provide documentation.*

Term (Semester):	
Course(s):	
Date you are asking to backdate your withdrawal:	
Are you asking for W grades:	
Are you asking for all courses this term:	
Are you requesting a tuition refund: <i>(This requires a consultation with Financial Aid prior to hearing by the board, and this can only be done when requesting that the W happens within the refund period for any given semester)</i>	

- Late Registration** – *This is asking for us to add additional course registration(s) to a specific term, typically due to some error of not getting registered. Most often these cases are able to be handled administratively without appeal. If you have written permission from an instructor to be added to a course, take that to the Office of the Registrar first. If not able to be handled administratively, continue with the petitioning process. In order for your petition to be considered, you will need to have supporting documentation from the faculty member(s) of the course(s) and confirmation of your attendance and participation in that/those course(s). You also need to list the specific course(s) you are requesting to add.*
- Additional Term Probation** – *This is asking for us to not enforce academic suspension, but instead grant an extra term of academic probation. You'll need to complete the Academic Plan as a part of your petition (Supplement B)*
- Request to participate in commencement** – *This is asking to participate in commencement with more than our allowed requirements not complete (up to two requirements remaining). You will need to explain the rationale/circumstances and provide documentation to support your request.*
- Other** – *Academic Hearing Board hears all petitions relating to exceptions to academic policies. Please state what you are specifically asking for here and then submit a personal statement explaining the rationale/circumstances with documentation as appropriate for your request.*

I am asking Academic Hearing Board to consider: \_\_\_\_\_

**What else to submit:**

**Personal Statement**

All petitions should include the completed coversheet, a typed personal statement explaining in detail your circumstances requiring or leading to this petition. Personal statements should not exceed 2 pages.

**Supporting Documentation**

It is expected that you provide documentation to support any extenuating circumstances that are resulting in this appeal. This can include, but is not limited to, medical documentation, letters of support from faculty/staff, and any required supplements (financial, academic plan, etc). For medical documentation, you do not need to disclose private medical information if you do not want to, we simply need confirmation of seeking medical attention, dates of appointments, or services, etc. Please discuss with the Board chair if you have questions.

**Materials can be submitting electronically to [studentsuccess@Otterbein.edu](mailto:studentsuccess@Otterbein.edu).**

Materials must be submitted by the Friday before a meeting (typically on Thursdays). If you have questions about the schedule, when materials are due, or when the next meeting is, please contact [Studentsuccess@otterbein.edu](mailto:Studentsuccess@otterbein.edu)

Detailed information, including the annual meeting schedule, current list of members, the Academic Hearing Board Manual, and copies of all pertinent documents can be found online at [www.otterbein.edu/studentsuccess](http://www.otterbein.edu/studentsuccess).

By signing this form you are acknowledging that you have read and understood the Academic Hearing Board Information and understand both the process and conditions under which my petition will be heard.

Signature:	Date:
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## **General Information about Academic Hearing Board**

### **Submission of materials**

Materials must be submitted prior to the meeting (typically submission on Friday for the following Thursday meeting) in order to be included on the agenda. This includes the coversheet, your personal statement and any supporting documentation (including letters of support, supplements for specific petition types, etc.)

### **What to Expect at the Meeting**

Students are not required to attend the hearing, but are highly encouraged to do so.

Students wait in a waiting room while the meeting proceeds. Students are brought into the meeting room in the order in which their case appears on the agenda. We cannot predict exactly how long the meeting will run or when exactly your case will be heard due to the variable nature of each case. We ask that you be patient and bring something to do while you wait.

### **Petitioner/Student Rights**

- Petitioners may have a faculty member, administrator, or student appear at the hearing in an advisory capacity. The adviser may not be a legal counselor or anyone from outside the University community.
- To request that a particular board member(s) not hear the case.
- To call witnesses in your behalf and to confront any other witnesses before the judicial body.
- To remain silent, or to have your case heard without attending the hearing.
- To inquire about the procedure for future appeals, and if such inquiry is made, to be informed of the procedure for appeal.

### **Results**

Students can receive a verbal result of their case the morning immediately following their case (it is the responsibility of the student to call the Center for Student Success to receive that information). Students will receive formal notice, in writing via email, within 48 hours of the meeting. The email sent date/time is the time used to measure the window of availability to appeal a decision.

### **Financial Impact**

It is important to understand that some appeals, usually those involving retroactive withdrawals, can have an impact to your financial aid and/or billing from the term involved. Academic Hearing Board will not use that financial information as a deciding factor in the case, but you can decide if you want to proceed knowing the financial impact. We require that you complete the Financial Aid Supplement for any cases involving retroactive withdrawals (or courses or full term). When in doubt, it is always best to check with Financial Aid before submitting your petition.

### **Appeals**

Any petitions that are denied will be given a written reason and provided information on the Appeals Process. It is important to note that disagreement with the decision is not grounds for appeal. Students have 7 days from receipt of their decision to submit an Appeal.

### **Hearing Restrictions/Process Notes**

There is a two year statute of limitations on any petitions.

Petitions to begin a new registration for a term (Meaning no previous or current courses enrolled during that term), will not be heard after the third week of the term.

