

## 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 ~~to~~ 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:  
 (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 g

What else to submit:

Personal Statement

All petitions should include the completed coversheet, a typed personal statement explaining in detail the 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 submitted 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: |
|------------|-------|



