

For Official Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**University of Arkansas  
College of Education and Health Professions  
Eleanor Mann School of Nursing**

**Petition to Student Affairs Committee**

**Instructions:** Please complete all information below. All questions must be answered in order for petition to be considered. Your petition will be processed using the information you have provided. Incomplete or inaccurate information will delay review and notification. All supporting documents (course descriptions, syllabi, etc.) must accompany your petition in order for your petition to be reviewed. You must be admitted to the Eleanor Mann School of Nursing before submitting this petition. Submit completed form to **your academic advisor**. Paper forms will not be accepted. Once your petition has been submitted to your advisor, it will be forwarded to the EMSON Undergraduate Student Affairs Committee.

**Full Name:** \_\_\_\_\_ **University ID:** \_\_\_\_\_  
**UARK Email:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

State the policy to which you would like an exception. Refer to the Student Handbook:

Semester for which Admission or Advancement is requested:  
List the Nursing Course(s) or Prerequisite(s) involved:

Advisor Notified: Yes \_\_\_\_\_ No \_\_\_\_\_

Advisor Comments:

.....  
Committee Review/Comments:

**Committee Decision:** Denied \_\_\_\_\_ Approved \_\_\_\_\_

**Committee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Notified Student via: Email \_\_\_\_\_ Written Letter \_\_\_\_\_ **Date:** \_\_\_\_\_

.....  
**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Student Affairs Committee meets once a month. Your petition will be submitted to the next scheduled meeting.

Student Affairs Committee Petition Form

Name: \_\_\_\_\_ University ID: \_\_\_\_\_

1 State why you were unable to meet the requirements stated in the policy and include extenuating or contributing factors.

2 Have those circumstances been resolved or addressed?

3 If not, how do you plan to resolve or address the mitigating circumstances described above?

4 Include a specific action plan on how you will be successful, be specific.

5 Attach supporting documents that contain information you want the committee to consider. Include documentation of approval from the course and recommendation from instructors.

Supporting Documents Attached: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_