

ACADEMIC ADJUSTMENTS PETITION

For detailed information pertaining to academic adjustment policies and processes go to <http://advising.uconn.edu/academic-adjustments-policy/>.

Checklist: (to be completed in the following order)

- Meet with a representative of the Center for Students with Disabilities (www.csd.uconn.edu) to:
 - o 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.
 - o Obtain the signature of the CSD representative.

- Meet with your Dean's designee or if you are an ACES student, the Academic Center for Exploratory Students (ACES) Director to:
 - o Discuss your curriculum requirements and academic options.
 - o Obtain the signature of your Dean's designee or ACES director.

- Include the following with your petition:
 - A personal statement outlining the difficulties you have experienced in quantitative and/or language courses including evidence that you have actively pursued academic support. If you are requesting an adjustment to both the Q and second language requirements please make a separate case for each in your personal statement.
 - A list of the quantitative and/or language courses you have attempted to date.
 - Copies of transcripts from all high schools and post-secondary institutions that you have attended (unofficial transcripts are acceptable).
 - Letters of support from high school teachers, college instructors and/or other professionals are also welcome, though not required.

- Submit completed petition to the Office of the Vice Provost for Academic Affairs, 1st floor, Guley Hall, 352 Mansfield Road, U-1086, Storrs, CT 06269-1086; If you wish to submit your petition electronically, please scan the completed petition and all supporting materials and email it to Amanda.Pitts@uconn.edu.

Student Name:	
Adjustment you are requesting:	<input type="checkbox"/> Quantitative Analysis <input type="checkbox"/> Second Language
Student ID (PeopleSoft #):	Phone:
School/College and Major:	
UConn email address:	
CSD rep. name:	
CSD rep. signature:	Date:
Dean's designee name:	
Dean's designee signature:	Date:

Submit completed petition to Office of the Vice Provost for Academic Affairs, 1st floor, Guley Hall, 352 Mansfield Road, U-1086, Storrs, CT 06269-1086 or email Amanda.Pitts@uconn.edu

CONTACT INFORMATION

Dean's Office/ACES Representatives	Contact	Phone
Academic Center for Exploratory Students	Pat Harkin (Director's designee)	860-486-1788
Bachelor of General Studies	Pat Harkin (Director's designee)	860-486-1788
College of Agriculture, Health and Natural Resources	Meagan Ridder (Dean's designee)	860-486-2919
College of Liberal Arts and Sciences	Rebecca Laroche Walker (Dean's designees)	860-486-2822
School of Education	Ann Traynor (Dean's Designee)	860-486-1354
School of Engineering	Whitney Losapio (Dean's Designee)	860 486-0512
School of Fine Arts	Eva Gorbants (Assistant Dean)	860-486 3016
School of Nursing	Pam Cartledge (Dean's Designee)	860-486-1701
School of Pharmacy	Philip Hritcko (Associate Dean)	860-486-2216
School of Business	Brandy Nelson (Dean's Designee)	860-486-2315
Center for Students with Disabilities	Lorri Comeau (CSD representative)	860-486-2020