College of Arts & Sciences General Petition Form

<table>
<thead>
<tr>
<th>Student Name (Last, First, MI)</th>
<th>Petition effective (sem/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUID #</td>
<td>Net ID</td>
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<tr>
<td></td>
<td>Grad Year</td>
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<td>Major</td>
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**To be completed by the student:**

I am completing this petition for (select all that apply): Refer to the back for guidelines on policy

- [ ] Overhours at _____ credits
- [ ] Late Add
- [ ] Withdraw from a course
- [ ] Change grade option after deadline
- [ ] Other _______________________

With this petition, I am requesting the following enrollment change (complete info below):

- [ ] Add
- [ ] Withdraw
- [ ] Change grade option

<table>
<thead>
<tr>
<th>Course Subject/Catalog #</th>
<th>Class #</th>
<th>Grade Option</th>
</tr>
</thead>
<tbody>
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</table>

Number of credits ______ Dis/Lab # ______ Dept. Stamp / Approval ______

**To be completed by the instructor:** I support this request  [ ] Yes  [ ] No  Dept.________

Signature __________________ Date __________ Email __________________

Comment __________________________________________________________

**Statement (required): State reasons for this petition using space on the back or attach a typed statement**

Student’s Signature (required) ____________________________ Date __________

**To be completed by the faculty advisor or DUS (required):**

Name (print) ____________________________ Dept. ______ Email ______________

I support this petition  [ ] Yes  [ ] No  Signature __________________ Date __________

Comment __________________________________________________________

**OFFICE USE ONLY:**

**To be completed by the advising dean:**

Name (print) ____________________________ Email ______________

I support this petition  [ ] Yes  [ ] No  Signature __________________ Date __________

Comment __________________________________________________________

[ ] Logged  [ ] Approved  [ ] Denied  [ ] Refer to ARC  [ ] ARC Approved  [ ] ARC Denied

Processed by: Date ________________ Initials ________________

Revised: 12/13/19
State reasons for this petition using space below or attach a typed statement if more space is required.

Guidelines for completing this petition:

**Petition for Overhours**
- First semester-first year student requesting to take more than 18 credits
- Not in good academic standing in the previous semester and you wish to take more than 18 credits
- Requesting to take more than 22 credits (this includes PE, support courses, repeated courses, etc.)
- To be added to courses as part of an overhours petition, complete information in the enrollment box. Visit the undergraduate program coordinator for departmental approval, and instructor for signature.

**Petition for Late Add**
- Submit this petition after the add deadline (see important dates at https://as.cornell.edu/arts-sciences-undergraduate-academic-calendar-deadlines)
- Complete information in the enrollment box. Visit the undergraduate program coordinator for departmental approval, and instructor for signature.

**Petition to Withdraw from a Course**
- All withdrawals will result in a W on your transcript and may impact your academic standing (see below)
- Complete information in the enrollment box. Visit the undergraduate program coordinator for departmental approval, and instructor for signature.
- Submit by deadline (see important dates at https://as.cornell.edu/arts-sciences-undergraduate-academic-calendar-deadlines)

**Petition to Change Grade Option after the Deadline**
- Submit this petition only to change a course from S/U to graded (A-F) to count it towards your major.
- Complete information in the enrollment box. Visit the undergraduate program coordinator for departmental approval, and instructor for signature.

**Petition for Other Exceptions to the College of Arts and Sciences Policies**
- Students with questions about submitting a petition are encouraged to contact their advising dean.

**ALL PETITIONS REQUIRE**
- A typed statement. If you need help drafting the statement, consult with your advising dean.
- Discussion with your faculty advisor
  - Complete this petition including the statement prior to discussing with your faculty advisor
  - Obtain signature from your faculty advisor

**Good academic standing:** Successfully complete at least 12 credits (excludes PE, repeated courses, supplemental courses, and those listed on https://as.cornell.edu/non-credit-courses), attain a semester GPA of at least 2.0, and make reasonable progress towards your degree.

Submit this completed petition to Arts & Sciences Student Services at KG 17 Klarman Hall. An incomplete form will delay the petition process. Consult with your advising dean should you have questions or concerns.