

# College of Arts and Sciences General Petition Form

Student Name (Last, First, MI) \_\_\_\_\_

Major(s) \_\_\_\_\_

CUID # \_\_\_\_\_

Net ID \_\_\_\_\_

Graduation Year \_\_\_\_\_

Advising Dean \_\_\_\_\_

Petition effective (semester/year): \_\_\_\_\_

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 \_\_\_\_\_

**Within this petition, I am requesting to (complete enrollment info below):**

- Add     Withdraw     Change grade option

Course Subject/Catalog # \_\_\_\_\_ Class # \_\_\_\_\_ Grade Option \_\_\_\_\_

Number of credits \_\_\_\_\_ Dis/Lab # \_\_\_\_\_ Dept. Approval \_\_\_\_\_

**To be completed by the instructor:** I support this request     Yes     No Dept. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Comment \_\_\_\_\_

- Add     Withdraw     Change grade option

Course Subject/Catalog # \_\_\_\_\_ Class # \_\_\_\_\_ Grade Option \_\_\_\_\_

Number of credits \_\_\_\_\_ Dis/Lab # \_\_\_\_\_ Dept. Approval \_\_\_\_\_

**To be completed by the instructor:** I support this request     Yes     No Dept. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Comment \_\_\_\_\_

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

Name (print) \_\_\_\_\_ Dept. \_\_\_\_\_ Email \_\_\_\_\_

I support this petition     Yes     No    Signature \_\_\_\_\_ Date \_\_\_\_\_

Comment \_\_\_\_\_

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

**Student's Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_

OFFICE USE ONLY:     Approved     Denied     Refer to ARC     ARC deferred

Dean's Recommendation/Notes: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

State reasons for this petition using space below or attach a typed statement if more space is required.

Guidelines for completing this petition

**1) If you petition for Overhours**

- a. Submit this petition if you are
  - 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.)
- b. If you want to be added to courses as part of this petition, complete the enrollment boxes.
  - Visit the undergraduate program coordinator for departmental approval and instructor for signature.

**2) If you petition for Late Add**

- a. Submit this petition after the add deadline (see important dates at <https://as.cornell.edu/arts-sciences-undergraduate-academic-calendar-deadlines>)
- b. Complete the enrollment boxes.
  - Visit the undergraduate program coordinator for departmental approval and instructor for signature.

**3) If you petition to withdraw from a course**

- a. All withdrawals will result in a W on your transcript and may impact your academic standing (see below)
- b. Complete information in the enrollment box.
- c. Submit by deadline (see important dates at <https://as.cornell.edu/arts-sciences-undergraduate-academic-calendar-deadlines>)

**4) If you petition to change grade option after the deadline**

- a. Submit this petition only to change a course from S/U to graded (A-F) to count it towards your major.
- b. Complete information in the enrollment box.

**5) If you petition for other exceptions to the College of Arts and Sciences policies**

- a. Must consult with advising dean prior to submitting this petition

**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 Office of Student Services at KG 17 Klarman Hall. Incomplete form will delay the petition process. Consult with your advising dean should you have questions or concerns.