College of Arts & Sciences General Petition Form

Student Name (Last, First, MI) __________________________________________ Petition effective (sem/year) ______________

CUID # ______ Net ID ______ Grad Year ______ Major ______ Advising Dean ______

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
Course Subject/Catalog # ____________ Class # ____________ Grade Option ____________
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.