

# 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***

- 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.*