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 student’s faculty advisor or DUS (required):

Name (print) __________________________ Dept. _________ Email ________________

I support this petition  ☐ Yes  ☐ No  Signature __________________________ Date _____________

Comment __________________________________________________________________________

To be completed by the student’s advising dean:

Name (print) __________________________ Email __________________

I support this petition  ☐ Yes  ☐ No  Signature __________________________ Date _____________

Comment __________________________________________________________________________

OFFICE USE ONLY:

☐ 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](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](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](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 or via e-mail to as-studentserv@cornell.edu. An incomplete form will delay the petition process. Consult with your advising dean should you have questions or concerns.