

Received: __/__/__	By: ____
Entered: __/__/__	By: ____

CORNELL UNIVERSITY · COLLEGE OF ENGINEERING

PETITION

(please print or type)

Last name First name PSID # (7 digit)

E-mail for Reply

Faculty Advisor Expected degree date

(This form is NOT to be used if you are petitioning a liberal studies substitution; please use the liberal studies substitution petition form instead.)

I HEREBY REQUEST (state rationale for request):

Signature, date

FACULTY ADVISOR'S STATEMENT:

Signature, date

COLLEGE ACTION (for Advising Office use only):

____ Request Approved ____ Request Denied

Comments:

Signature, date

(See instruction on reverse side)

Instructions

A petition is the formal and the official way for a student to request specific action on academic matters. The petition also serves as the written record of the action taken on a request. A petition serves as the means of notifying the Registrar, the petitioner and his or her faculty advisor of the action taken. Requests made through a Petition should be neatly prepared, clearly stated, and must bear the endorsement of the petitioner's faculty advisor, or other appropriate faculty authority. Care must also be taken to be sure that each copy is legible or the petition will be rejected.

Petitions are required for such academic matters as:

1. Amendment of a program of study such as adding courses after the first three weeks of the semester or dropping courses after the seventh week of classes(Add/Drop Form should also be included).
2. Amending a Common Curriculum graduation requirement, including substitution for a course or a stated sequence of courses in any distribution area.
3. Other requests for exceptions to regular academic policy

In requesting exceptions to stated policy, you should submit with the petition any convincing evidence that the exception is needed and warranted.

Petitions are acted upon in a timely manner by the Faculty Committee on Academic Standards, Petitions, and Credit. No course drop becomes effective until the committee acts favorably on the petition. Accordingly, requests should be submitted at an appropriate time.

NOTE: A GRADE OPTION MAY NOT BE CHANGED AFTER THE FIRST THREE WEEKS OF THE SEMESTER (FROM S/U TO LETTER GRADE OR VICE VERSA) – BY PETITION OR OTHERWISE

NOTE: A PETITION TO DROP A COURSE WILL BECOME INVALID IF A STUDENT IS FOUND TO BE IN VIOLATION OF THE CODE OF ACADEMIC INTEGRITY FOR THAT COURSE.

For common curriculum requests, submit completed form with supporting statements and documents to Engineering Advising, 167 Olin Hall. Call (607) 255-7414 if you have questions.

For major requirement exceptions, submit completed form with supporting statements and documents to your major department.