

Changes in Status

Petitions to the Faculty

A petition is the official way to request action on academic matters that are not routine. The petition form, which may be picked up in Engineering Advising, has an original and two carbon copies; after action has been taken, these are used to notify the petitioner, the registrar, and the faculty advisor.

Petitions are required for such purposes as

- amending a program of study by adding courses after the first three weeks of the semester or dropping courses after the first seven weeks;
- amending a college curriculum graduation requirement, such as substituting a course or a stated sequence of courses in a degree-requirement area;
- requesting an exception to a college academic policy.

The petition should include convincing evidence that an exception is warranted. A clearly stated petition has a better chance of approval than one that is poorly prepared.

Students not yet affiliated with a Major should submit their petition to Engineering Advising. Affiliated students should check with their Major to find out where to submit their petition.

Leave of Absence

Students sometimes find it necessary to suspend their studies for a while. To do this, they must request a leave of absence in writing for a specified period of time and receive written approval.

Affiliated students request a leave through their Major. Unaffiliated students request a leave through Engineering

Advising; the first step is an interview to establish conditions for the leave and subsequent return. Those who take a leave before affiliating with a Major and while not in good standing may be given a "conditional leave". This requires them to meet specific conditions, established at the time the leave is granted, before they will be reinstated.

Leaves of absence last for a minimum of six months and are not generally granted for more than two years. A leave of absence granted during a semester goes into effect on the day it is requested. Leaves granted after the twelfth week of a semester generally result in withdrawal from all course work (i.e., a "W" will appear next to each course on the transcript). Students who owe money to the university are ineligible for leaves of absence. If courses taken during a leave are to satisfy Cornell degree requirements, they must be approved in advance through a formal transfer petition. No more than 18 transfer credits may be used to meet degree requirements after matriculation.

Students who intend to take a leave of absence should check with the Office of Financial Aid and Student Employment to find out about financial implications. This is especially important if they have taken out educational loans. Eligibility for medical insurance may also be affected.

Withdrawal

Students who voluntarily withdraw from the engineering degree program sever all connection with the college. Unaffiliated students who wish to withdraw should do so through Engineering Advising. Affiliated students should contact their Major.

Any student, who fails to register in the first three weeks of the semester, without benefit of a leave of absence or

permission for study in absentia, will be deemed to have withdrawn.

Students who withdraw from the College of Engineering are eligible to apply for admission to one of the other six colleges at Cornell. The interuniversity transfer process should be followed.

If students who have withdrawn subsequently wish to return, they must make a formal application for readmission. This is rarely granted. It is subject to a review of the student's academic background and depends on available space in the college and in the student's Major.

Extramural Students

Students not enrolled full-time who register for individual courses through the School of Continuing Education and Summer Sessions are called extramural students. Tuition for extramural study is calculated according to the number of credits; no one may register as an extramural student for more than 11 credits per semester. Extramural students do not have the privilege of health insurance or the use of Gannett Clinic, unions, physical education facilities, or other services for which full-time Cornell students pay a fee. Engineering students may not take courses on an extramural basis unless they are on a voluntary leave of absence from the college and have permission from Engineering Advising (and from their Major if affiliated) to take extramural courses.

In the College of Engineering, credits earned in extramural courses are counted as transfer credits (see section on transfer credit for details). Students may not enroll in courses extramurally during their last semester of undergraduate enrollment.

Since extramural students are not full-time, they may need to begin paying back student loans. The Office of Financial Aid and Student Employment has more information.

The School of Continuing Education

and Summer Sessions is located in B20 Day Hall.

Rejoining the College after a Leave of Absence

To return after a leave of absence, the conditions established when the leave was granted must be satisfied, and the college must be notified.

Students who wish to rejoin the college and have not yet affiliated with a Major should request permission to rejoin in a letter to Engineering Advising. This must be done at least six weeks before the beginning of the semester in which the student wishes to return. The letter should describe the student's activities while away from Cornell, detail any academic work completed during this time, and specify the courses the student intends to take when they return. If permission to rejoin is granted, Engineering Advising will respond directly to the student. When a student is rejoined to the college, they must see the faculty advisor to finalize course selection and should plan to return at least three working days before the beginning of classes. A call to set up an appointment is a good idea.

Unaffiliated students who rejoin after a required leave of absence are not permitted to have advanced beyond the level at which they left Cornell. For example, a student who failed PHYS 112 in their last semester at Cornell may receive credit for a similar course taken elsewhere, but not for the equivalent of PHYS 213. (An exception to this policy may be granted via petition to the faculty, but permission should be secured before taking the course in question.)

Affiliated students should apply to their Major for permission to rejoin the college. Majors must accept students in good standing who have successfully completed all appropriate portions of the Common Curriculum, including prerequisites for the Major, and who have met the requirements for affiliation. They are not

required, however, to accept rejoining sophomores who are not in good standing or have not made adequate academic progress.

Ordinarily, students who take a leave of absence after affiliating with a particular Major return to that same Major. If, however, an affiliated student on leave of absence wishes to transfer to a different Major at the time of rejoining, an application must be made to the new Major. This process may take a few weeks, so notification of intent to rejoin with a change in Major must be received early. Majors are not required to accept any student who began the junior year in another Major and later requested transfer. If the student is not accepted into the new Major, they must rejoin in the original Major.

Transferring from One Engineering Major to Another

Students who have affiliated with a Major program sometimes decide that they want to transfer to a different Major. Other possible candidates for transfer are students who have been notified that they have been withdrawn from their major (and, therefore, from the college). Such students may still be eligible to apply to another Major. (They should contact Engineering Advising for more information.)

Students who transfer from outside Cornell into the College of Engineering are affiliated with a specified Major when they are admitted and are not usually eligible to transfer to another Major for a period of one year. Therefore, transfer students who want to change Majors may find it necessary to take a leave of absence or to delay graduation.

To apply for transfer to another engineering Major, students must complete a Change of Major and/or Advisor form, which is available through Engineering Advising (167 Olin Hall) or any

Engineering undergraduate Major office.

Students must have permission from the intended major in order to transfer; majors are under no obligation to accept students who have already begun the fifth semester with a different affiliation.

Transferring to Another College at Cornell

Students sometimes come to the conclusion that they no longer wish to remain in the College of Engineering. When this happens, it is necessary for the student to reevaluate their goals and motivations. Help is available from the student's faculty advisor, Engineering Advising, and the Career Center in Barnes Hall.

Students interested in transferring within Cornell should consult with Vivian Geller of the Internal Transfer Division, 220 Day Hall. Ms. Geller can provide expert counseling on the transfer process and information about each of the Cornell colleges in order to help students pinpoint their interests. (Students planning to transfer within Cornell should make an appointment to see Ms. Geller as early in the semester as possible.)

Students with satisfactory academic records may apply to the target college and, if accepted, transfer directly. Students who do not have strong academic records and those who have not taken courses in their target college should apply for registration in the Internal Transfer Division. This arrangement provides students the opportunity to demonstrate their abilities in the subjects they would be studying in the target college.

Procedures for Direct Intra-University Transfer

Students wishing to transfer to another undergraduate division within Cornell should visit the Internal Transfer Division office (220 Day Hall) and complete an application for transfer form. Completing

this form prompts the engineering registrar to forward the following materials to the target college:

1. Student's original application to Cornell University
2. High school transcript
3. SAT scores
4. Transcripts of college-level study completed at other institutions
5. Transcript of Cornell course work

The College of Engineering retains any materials (such as petitions) that are not needed by the target college. Students who wish to have other portions of their records forwarded to the target college should submit a written request at the time they complete the transfer application form.

Admissions decisions are generally made at the end of each semester after final grades are available, and students are notified shortly thereafter.

Transferring with the Assistance of the Internal Transfer Division

Students who are not in a position to transfer directly between colleges must apply to the Internal Transfer Division (ITD). This involves writing an essay explaining the reasons for the desired transfer, having an interview with the Internal Transfer Division director, and submitting an application for transfer form to the Engineering Registrar's office. Students applying to ITD must also fulfill the application requirements (e.g., interviews, essays) of their target college, as though they were applying for direct transfer. Students can apply for direct transfer and to ITD simultaneously so that if direct transfer is denied, they might be offered the option of admission to ITD. The application process must be completed by the last week of classes of

the semester before the one in which it is to take effect.

While in the Internal Transfer Division, students are usually "sponsored" by the college into which they wish to transfer. This means that the college agrees to accept them after successful completion of one semester of specified courses.

Students from the College of Engineering who register in the Internal Transfer Division may return to engineering under the following circumstances:

1. A student who was in good standing when transferred to the Internal Transfer Division is allowed to compete with other internal transfer applicants for available space in the College of Engineering.
2. A student who was in good standing but has taken no engineering courses in the Internal Transfer Division may apply to be sponsored by the College of Engineering.

For more information, contact the Internal Transfer Division, 220 Day Hall.

Change of Name or Address

All students must keep the college advised of changes in their name or address. This applies to both their home and local addresses. Important correspondence may be delayed by forwarding, and failure to receive mail on time is not a valid excuse for missed deadlines.

Students can now update their addresses and phone numbers themselves (online) through Bear Access on any networked campus terminal. (Public terminals are located outside the University Registrar's office and in many of the campus libraries and residence halls.) Changes of name or social security number should be submitted in writing to the University Registrar's office.