



General Petition

Please read instructions on reverse side

This form is NOT to be used if you are petitioning a Liberal Studies substitution; or a major specific requirement through your department, unless you are an MEng Student. Please use the Liberal Studies Petition or the petition form in your department for major requirements instead.

Student Status:	Undergraduate Affiliated <input type="checkbox"/> Major: _____
Undergraduate Unaffiliated <input type="checkbox"/>	MEng. Graduate <input type="checkbox"/> Program: _____

 Last Name First Name ID# (7-digit) NetID

Are you an international student? **YES** **NO** Are you an NCAA varsity student athlete? **YES** **NO**

Internal transfer into the College of Engineering? **YES** **NO** If yes, prior Cornell college? _____

 Faculty Advisor Name (Print) Department Expected Graduation Date

What type of petition are you requesting?	
Changes to course enrollment	Amend college curriculum requirement
Advisor-Approved Elective	Exception to a college academic policy
Other	

Please state rationale for this request (if more space is needed, please attach a typewritten supplement)

 Student Signature: _____ Date: _____

Faculty Advisor Statement:

 Faculty Advisor Signature: _____ Date: _____
(I acknowledge that I have communicated with this student regarding this request.)

College Action (For Registrar/Advising Office Use Only):	
_____ Request Approved	_____ Request Denied
Comments:	_____
	Office Signature, Date

Unaffiliated Undergraduate and MEng students should submit petition to Engineering Registrar, 170 Rhodes Hall.

Affiliated Undergraduate students should submit petition to Engineering Registrar, 170 Rhodes Hall, unless petitioning a major specific requirement through your department, then check with your department regarding their specific petition form and where to submit.

Instructions

A petition is the official way to request action on academic matters that are not routine. The petition serves as the written record of the action taken on a request and serves to notify the petitioner, his or her faculty advisor, and the Registrar of the action taken. Petitions 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 and completely filled out or the petition will be rejected.

Petitions are required for such purposes as:

1. Amending a program of study by adding or dropping courses, or other enrollment changes after University deadlines. **Please note:** a completed Add/Drop Form must also be submitted along with the petition for these requests. Please see the Dates and Deadlines posted on the Engineering Registrar website;
2. Amending a college curriculum requirement, such as substituting a course or a stated sequence of courses in a common core degree-requirement area;
3. Requesting an exception to a college academic policy based on extenuating circumstances. Please review current policies in the Engineering Undergraduate Handbook.

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

Petitions are reviewed on a regular basis. Students should allow at least 10 days for processing. No action is finalized until the petition has been acted upon favorably and fully processed.

Please 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.

