

CORNELL COLLEGE  
OFFICE OF THE REGISTRAR  
OMNIBUS PETITION TO THE ACADEMIC STANDING COMMITTEE

Date: \_\_\_\_\_

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Campus box: \_\_\_\_\_ Local telephone: \_\_\_\_\_

Class: (circle) First year      Sophomore      Junior      Senior      Degree program: \_\_\_\_\_

*(Note: If B.S.S. is indicated for degree program, a B.S.S. Prospectus must be on file in the Registrar's Office)*

**Directions:**

1. Use a separate petition for each request.
2. Circle the appropriate category.
3. Return this form and all supporting documents to the Registrar's Office.

**1. Late Registration Changes – Drop/Add Deadline Waiver**

- a. Type of change (circle one)  
Add a Course Late (After 3<sup>rd</sup> Day): Department name, term, and course number: \_\_\_\_\_  
Drop a Course Late (After 3<sup>rd</sup> Day): Department name, term, and course number: \_\_\_\_\_
- b. Complete section (A) Supporting Statements; (B) and (C) on reverse side.

**2. Be Admitted to a Closed Course due to a Hardship**

- a. Complete (A) giving course and term and explanation of the hardship; (B), (C), and (D) on reverse side.

**3. Drop a Course**

- a. Department name, term, and course number: \_\_\_\_\_
- b. Type of drop (circle)      Early W (before 15th day)  
Late W (after 15th day)  
WH (health, personal or family emergency)  
While on Probation or Probationary Suspension
- c. Complete (A), (B), (C) and (F) on reverse side. For WH, attach documentation from a health professional. If on Probation, or if an early drop on the advice of the instructor, submit your instructor's statement recommending the drop, which should include information concerning your attendance and participation.

**4. Change Degree to B.A. or B. Mus. Or Submit BSS proposal late**

- a. Degree program you wish to enter: \_\_\_\_\_
- b. Complete (A) and (C) on reverse side. If changing to B.S.S., submit two copies of your Prospectus with this petition. (B.S.S. information is available in the Registrar's Office.)

**5. Carry a Reduced Program (fewer than 8 terms per year)**

- a. Indicate number of terms you plan to complete each year:  
first year \_\_\_\_\_ second year \_\_\_\_\_  
third year \_\_\_\_\_ fourth year \_\_\_\_\_
- b. Complete (A), (C), (E), and sometimes (F) on reverse

**6. Graduate with fewer than 21 Course Credits Outside Any Single Department**

a. Complete (A) giving reason for the shortage, and (C) below.

**7. More than Two 100-Level Courses in Senior Year**

a. Complete (A) listing all 100-level courses that you plan to take and state reasons for needing each course, and complete (C) below.

**8. Earn More than One Term Credit in One Term**

a. Complete (A), (B), and (C) below.

**9. Have an Audit Listed on Transcript**

a. Department name, term, and course number: \_\_\_\_\_

b. Complete (B) and (C) below.

**10. Other (please specify) \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING STATEMENTS AND SIGNATURES**  
*(Attach extra sheets if more space is needed)*

(A) \_\_\_\_\_  
\_\_\_\_\_

(B) Course Instructor Signature \_\_\_\_\_

(C) Faculty Advisor Signature \_\_\_\_\_

(D) Department Chair or Program Advisor Signature \_\_\_\_\_

*Without additional comment, the committee will interpret your signature as an unconditional approval of this petition. If you have reservations regarding this petition or additional information to offer, please write to the Academic Standing Committee under separate cover. Thank you.*

(E) Financial Aid Signature \_\_\_\_\_

**(F) For any student taking a W, WH, Vacation, or Leave of Absence:** I intend to return for Block \_\_\_\_\_, Academic Year \_\_\_\_\_. If I do not return on the date specified and do not so notify the college prior to said date, I understand that I will (a) be subject to the federal financial aid Title IV refund policy and (b) will not be eligible for Financial Aid for the remainder of the semester and (c) may be required to return funds already received.

**Required for all Petitions:** Student Signature \_\_\_\_\_

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**Registrar's Office Use Only**

Academic Standing Committee Action: Approved/Denied/Held Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Check all that apply and have been completed:

- |   |                                      |
|---|--------------------------------------|
| Email sent to student and advisor             | Note in PC                           |
| Grade change                                  | Add/Drop Form completed              |
| Registration changed                          | Inform Financial Aid of Reduced Load |
| If WH denied on SHC documentation, notify SHC |                                      |