

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

Date: _____

Name: _____ ID Number: _____

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 3rd Day): Department name, term, and course number: _____
Drop a Course Late (After 3rd 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), (E), 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) Students on reduced programs surrender, during those Blocks when they are not taking courses, the privileges of regularly enrolled students. The financial aid of students on reduced programs will be affected and such students should discuss the implications with the Financial Assistance Office. Complete explanation of this policy is available in the Catalogue.

- a. Indicate number of terms you plan to complete each year:
first year _____ second year _____ transfer credits _____
third year _____ fourth year _____ Total (31) _____
- b. Complete (A), (C), (E), and sometimes (F) on reverse

6. Graduate with fewer than 17 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 Name (please print) _____

Course Instructor Signature _____ Date: _____

*If student is petitioning to drop a course the instructor must state the last day of attendance in the course.

***Last date of attendance** _____

(C) Faculty Advisor Name (please print) _____

Faculty Advisor Signature _____ Date: _____

(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 _____

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 | |