

GENERAL PETITION

College of Architecture, Art, and Planning
Cornell University

STUDENT INFORMATION

Student Name:

Cornell 7-digit ID:

Major:

NetID:

REASON FOR PETITION

Petition Request: *Clearly state the reason you are petitioning.*

Explanation of Extenuating Circumstances: *Clearly explain the circumstances that would warrant an exception to policy.*

Student Signature:

Date Submitted:

INSTRUCTOR ACKNOWLEDGEMENT *(If applicable)*

Please check the appropriate box(es).

Instructor: NetID:

Signature:

Comments:

<input type="checkbox"/>	Support petition.
<input type="checkbox"/>	Do not support petition.

Date:

ADVISOR ACKNOWLEDGEMENT *(Required)*

Please check the appropriate box(es).

Advisor: NetID:

Signature:

Comments:

<input type="checkbox"/>	Support petition.
<input type="checkbox"/>	Do not support petition.
<input type="checkbox"/>	Other (please explain in comments).

Date:

ACTION ON PETITION

OFFICE USE ONLY

Granted Granted with conditions Hold Denied No Action Required

Comments:

Committee Representative:

Date:

Submit this form to the AAP Office of Admissions and Academic Services, 235 Sibley Dome.

Entered into FM Degree Prog. Updated
 PS Processed Email to Student
 Transcript Text Scanned to ESR

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Deviating from the Curriculum, Policies, or Procedures

Students wishing to deviate from the prescribed curriculum or request exceptions to any college or department policy or procedure must petition the academic department for permission. All petitions must be submitted prior to the act, and course enrollment petitions must be submitted within the university add/drop period. Further, students wishing to take more than the standard number of credit hours should have a cumulative grade point average of 3.000 or better. Petitions should be submitted only if there are clearly extraordinary circumstances that merit special consideration. In order for a petition to be approved, circumstances must be extenuating. Once submitted and acted upon, petitions can only be reversed by subsequent petition. Petition forms are available in the AAP Office of Admissions and Academic Services, 235 Sibley Dome.

Appeals

A student has ten days from the time of the petitions decision to appeal the decision in writing. Appeals should be submitted directly to the academic department for review and vote by the faculty. The faculty decision on the appeal is final. No further appeals will be considered. Failure to comply with any petitions decision may result in review by the College Academic Review Committee.