

### GENERAL PETITION

A General Petition is used to request an exception to standard college policy such as missed deadlines, extending graduation, etc.

- **You must discuss your request with a counselor in MVR 172 prior to turning in this form.** You may make an appointment in person or call 255-2532.

**Please complete the following:**

Name: \_\_\_\_\_ Cornell I.D.# \_\_\_\_\_ Email: \_\_\_\_\_

Cum. GPA: \_\_\_\_\_ Major and/or Option: \_\_\_\_\_ Expected date of Graduation: \_\_\_\_\_

Please list your current semester schedule as it appears on Student Center. Take a moment to confirm that this is your intended schedule for the semester.

	<u>Dept/Course#</u>	<u>Name</u>	<u>SU/Letter</u>	<u>Credits</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____

Request permission to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain the reason for this request. If more space is needed, please attach additional typed pages:

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

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **date** \_\_\_\_\_ **\*Counselor Signature** \_\_\_\_\_ **date** \_\_\_\_\_

*\*Please note that Counselor signature does not approve the petition. Signatures reflect that student and counselor met.*

**Petition #:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Counselor Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registrar Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D.U.S. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Action:</b> <input type="checkbox"/> To Department Director of Undergraduate Studies to Evaluate <input type="checkbox"/> To Registrar/Assistant Registrar to Evaluate <input type="checkbox"/> To Committee on Academic Status: Appointment Date/Time: _____	
Registrar Action: <input type="radio"/> Approve <input type="radio"/> Deny Signature _____ Title _____ Date _____ <input type="radio"/> PeopleSoft	DUS Action: <input type="radio"/> Approve <input type="radio"/> Deny Signature _____ Title _____ Date _____
CAS Action: : <input type="radio"/> Grant <input type="radio"/> Deny Date _____	