



Undergraduate Petition Form

(For current SHA students only)

SECTION A: TO BE COMPLETED BY STUDENT

Name: _____ ID# (7 digit): _____

Net ID: _____ Expected Graduation Date: _____

Request to: _____

Explanation of circumstances for this request: (Please attach additional page if more space is needed)

Student Signature

Date

SECTION B: TO BE COMPLETED BY FACULTY OR OSS ADVISOR

(Please check one) _____ I support this request. _____ I do not support this request.

***NOTE: Faculty or OSS Advisor support does not guarantee approval. Signatures reflect that student and advisor met to discuss.**

Comments: _____

Faculty or OSS Advisor Printed Name

Faculty or OSS Advisor Signature

SECTION C: FOR SHA OFFICE OF STUDENT SERVICES USE ONLY

☐ Approved

☐ Denied

Signature

Date

(SEE PAGE 2)



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SHA students are expected to submit a formal petition request for consideration of academic matters that are not routine, to request an exception to standard policy, or deviation from a curriculum requirement. The petition form may be obtained online at <https://sha.cornell.edu/current-students/undergraduate/forms.html>, or in hard copy in the Office of Student Services in 180 Statler Hall.

Petitions are required for, but are not limited to, such purposes and requests as:

- a change to expected degree date
- consideration for approval of a voluntary/personal leave of absence
- adding or dropping courses after the University deadline (except for 1st and 2nd year core – these must be discussed with an OSS Advisor)
- a course substitution or alteration in degree requirement

The petition should include convincing evidence that an exception is warranted and outline specific details of the request. Please include documentation that may support the request. Students are expected to meet with an OSS advisor or their faculty advisor to discuss prior to submission.

Please allow at least 7-10 days for the review and decision process. Students will be notified via email of the decision.

Completed petition to be returned to the office of Student Services in 180 Statler Hall.