



**General Petition for Cornell Employees (not in the Employee Degree Program)**

*Requests for exceptions to academic policy will be granted only under documented extenuating circumstances.  
 Approval of this petition is not guaranteed. Incomplete petitions will not be reviewed.  
 See [sce.cornell.edu/courses](http://sce.cornell.edu/courses) for petitions submission deadlines.*

Term to which this petition applies:  Spring 20 \_\_\_\_  Summer 20 \_\_\_\_  Fall 20 \_\_\_\_  Winter 20 \_\_\_\_

Classes to which this pertains: \_\_\_\_\_

Cornell 7-digit ID number: \_\_\_\_\_ Cornell email address: \_\_\_\_\_

Last name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix (Jr., III, etc.): \_\_\_\_\_

**Purpose of petition (select all that apply):**  Withdraw from class  Add class after deadline  
 Change grading basis after deadline  Exceed credit limit  Other: \_\_\_\_\_

**Rationale for petition (attach a typed supplement if more space is needed):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor signature:** \_\_\_\_\_ **NetID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: Instructor signature is not required for refund or credit limit requests.*

Instructor comments: \_\_\_\_\_

**Supervisor signature:** \_\_\_\_\_ **NetID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dept. Head signature:** \_\_\_\_\_ **NetID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

SCE Petitions Committee action:  Request approved  Request denied

Committee comments: \_\_\_\_\_

**Registrar signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_