



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 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: