Petition to the Committee on Academic Standards

Please submit completed form to:

Office of the Registrar
1st Floor, Bresee Hall
Hartwick College
Oneonta, NY 13820

Name: _____   Student ID: _____   Date: _____

I would like to petition for the following:

☐ **COURSE OVERLOAD**

I am petitioning for an overload during (check one): ☐ Fall   ☐ January   ☐ Spring, _____ (year).
My current Grade Point Average (GPA) is: _____
I would like to register for _____ credits during this term.

Indicate all courses you would like to take during this term:

Dept. – No. – Sect.	Instructor Name (printed) and Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

All instructors' signatures are required. Your petition will not be accepted without all signatures.

☐ **OTHER**

My petition does not fit one of the above categories and I fully explain my petition in the space provided on the following page. Note that the petition for a late withdrawal or a late add is made using the Late Withdrawal from a Course form or the Late Add of a Course form, respectively.

Please provide a *typed explanation* of 150 words or less below that addresses why you are submitting this request.

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Academic Advisor: I, _____ *(please print)*, have discussed this request with this student and verify that the above explanation is accurate and complete.

Signature: _____ Date:_____

Student: By signing below, you are verifying that:

☐ You have provided an honest explanation as to why you are submitting this request.

☐ You have obtained a signature from your academic advisor

☐ If requesting a course overload, and it is granted, you understand that you are responsible for any associated over-election fees

☐ You have attached all supporting evidence you would like the committee to consider when reviewing this petition.

Student's Signature: _____ **Date Submitted:**_____

Please Note: Incomplete forms will be denied.

For administrative use only

This petition was ☐ Complete   ☐ Incomplete

This petition was ☐ Approved   ☐ Denied   by CAS on _____ (date)

CAS Chair Signature: _____