



## Petition to the Committee on Academic Standards

Please submit completed form to:

**Office of the Registrar**  
1<sup>st</sup> Floor, Bresee Hall  
Hartwick College  
Oneonta, NY 13820

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Before you complete and submit this petition, please review the information below:

- This petition is for requests for exceptions to policy that do not pertain to the late withdrawal from a course or the late add of a course. 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.
- When completing this petition, please include the specific term and/or course involved in your request.
- Feel free to include any relevant supporting documentation, but do not include medical documents or other sensitive information.
- Remember, not knowing a deadline or policy is not grounds for an exception to that policy. You are responsible for knowing the deadlines associated with your registration.

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

**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
- ☐ 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.

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*For administrative use only*

This petition was ☐ Complete ☐ Incomplete

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

CAS Chair Signature: \_\_\_\_\_