Cornell University
Department of Biological & Environmental Engineering

PETITION

Name: _____ Date: _____

E-mail Address: _____ 7 Digit ID#: _____

Program (circle one): Bio. Eng. Env. Eng.

Anticipated Graduation Date: _____

Faculty Advisor: _____

Request and rationale for the request. Use continuation sheet if needed.

Request:

Rationale:

_____
Signature, Date

Faculty Advisor's Statement:

_____
Signature, Date

Committee Action:
___Request Approved ___Request Denied

Committee Comments:

_____
Signature, Date

Feedback to Student _____

Recorded on Program Progress Form _____

A petition is the official way for a student to request specific action on academic matters. The Petition serves as written record of the action taken on a request, and as the means to notify the Field Registrar, Petitioner, and Faculty Advisor of the actions taken. Requests made through a petition should be neatly prepared, clearly stated, and must bear the signature of the Petitioner's Faculty Advisor, or other appropriate Faculty authority.

INSTRUCTIONS

1. Completed forms, with required signatures, should be submitted to:
   Student Services Office
   Department of Biological & Environmental Engineering
   207 Riley-Robb Hall

2. If the petition requests modification to one or more course requirements for your program, please attach a transcript or listing of courses you have already taken towards fulfilling the requirements for the Program. Also include a list of the courses you plan to use to complete your Program requirements.

3. If the petition is a request that a course taken elsewhere substitute for a required course in your Program, please attach a syllabus or other description of the proposed course, and indicate for which course at Cornell you wish to make a substitute. A letter stating equivalence from the Cornell Faculty member teaching the course to be substituted will generally guarantee acceptance of the substitution.

   A petition to the Committee on Academic Programs does not initiate the actual process of transferring credit from another institution to Cornell. Such transfers can be done only through the Registrar of the College in which a student is registered, and thus you must initiate such actions.

   There is no need to petition for obvious substitutions to which your Faculty Advisor agrees, however, if there is doubt, a petition is recommended to avoid potential difficulties at graduation.

4. If the petition is to take an equivalent course elsewhere that you plan to substitute for a required course in your Program, follow the instructions in Section 3. This action is highly recommended if you plan to study for a period in another country, where equivalences of courses may not be easily determined.