

ACADEMIC APPEALS COMMITTEE PETITION

Buffalo State College · 1300 Elmwood Ave - TR 100 · Buffalo, NY 14222 · Fax: (716) 878-4037 · Phone: (716) 878-5222

Name: _____ SS#: _____
Street Address: _____ Phone: (____) _____
City/State/Zip Code: _____
E-mail: _____ Degree Navigator ID: _____
Advisor: _____ Today's Date: _____
Student Status: Undergraduate Graduate Major: _____
Degree Requirements: GE2K GEC IF Other: _____ Graduation Date: _____
Have you filed any previous petitions? Y N Have you applied for graduation? Y N
Check below to indicate the offices with which you have consulted in an attempt to resolve your issue:
____ Faculty Dean _____ Advisor _____ Faculty Member: _____
____ Department Chair _____ Registrar _____ Other: _____

What is the nature of your request?

____ Waiver of undergraduate general education requirement: Explain: _____
____ (circle choice) Change graduation requirements to GEC/GE2K/Intellectual Foundations (IF)
____ Waiver graduate student requirement: Explain: _____
____ Late addition of course _____ Drop course
____ Late course withdrawal _____ Late Pass/Fail
____ Late leave of absence _____ Late medical leave of absence
____ Extension of incomplete _____ 3rd (or more) repeat of course
____ Other: _____

Please complete the following information for the course(s) you are petitioning:

Catalog Number(s): _____ Call Number(s): _____
Instructor(s): _____ Semester(s): _____

What background information and/or extenuating circumstances do you have to support your request?

College policy requires "strong evidence to warrant a modification of college regulations" (pg. 32 of the college catalog). As such, you must attach all relevant documentation to your petition prior to submission to our office or your petition may be returned and/or denied.

Please sign and date below, certifying the information you have provided is accurate and truthful.

Student Signature: _____ Date: _____

Academic Standards Office Use Only:

The student's request is: Approved Not Approved Not Subject to Petitioning
Academic Appeals Committee/Academic Standards Office Recommendation:

CC: _____ Date of Recommendation: _____

Signature of the Assistant to the Dean for Academic Standards and Intervention: _____

The petition process exists to afford students with extenuating circumstances to seek accommodation from the college about a college requirement. The average time to receive the results of your petition is 2 to 4 weeks; this variance is due to the amount of time needed to contact others for information regarding your request. During the time you are waiting for a response to your request, you should assume that your petition has not been approved. Based on this assumption, you should settle all related debts with the college and/or register for and attend class accordingly. The only exception to this assumption would be for a request to late register for a course, in which case it is most likely in your best interest to attend the course until a decision is rendered. After a decision has been made on your petition, the result will be mailed to the address you provided on the petition. Please note: There is a one-year petition time-limit on all petitions involving adjustments to your college bill (from the start of the semester in question). All petitions involving grade/transcript changes must be filed prior to your graduation from Buffalo State College. Petitions requesting changes to the academic standards of Buffalo State College because of poor course performance or failure to be aware of deadlines/requirements on the student's behalf will not be approved.