

# ACADEMIC APPEALS COMMITTEE PETITION

Buffalo State College · 1300 Elmwood Ave - TR 100 · Buffalo, NY 14222 · Fax: (716) 878-4037 · Phone: (716) 878-5222  
Attn: Dr. Heather Maldonado, Assistant Dean of University College and Director of Academic Standards

Name (First, M. Int., Last): \_\_\_\_\_ Banner I.D.: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ Total Credits: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
BSC E-mail: \_\_\_\_\_ Graduation Semester/Year: \_\_\_\_\_  
Advisor: \_\_\_\_\_ Major: \_\_\_\_\_  
Student Status: Undergraduate Graduate Other Today's Date: \_\_\_\_\_  
Have you filed any previous petitions? Y N Applied for graduation or graduated? Y N  
Indicate the people with whom you have consulted in an attempt to resolve your issue:  
Faculty Member(s): \_\_\_\_\_ Staff Member(s): \_\_\_\_\_

### What is the nature of your request?

\_\_\_\_\_ Waiver of undergraduate general education requirement: *Explain:* \_\_\_\_\_  
\_\_\_\_\_ (**circle choice**) Change graduation requirements to GEC/GE2K/IF (Intellectual Foundations)  
\_\_\_\_\_ Waiver graduate student requirement: *Explain:* \_\_\_\_\_  
\_\_\_\_\_ Late addition of course\* \_\_\_\_\_ Drop course \_\_\_\_\_ Late course withdrawal  
\_\_\_\_\_ Late Pass/Fail \_\_\_\_\_ Late leave of absence \_\_\_\_\_ Waive part of 600/700-level requirement  
\_\_\_\_\_ Late leave of absence \_\_\_\_\_ Add'l repeat of course \_\_\_\_\_ Tuition/fee refund; remove fiscal liability  
\_\_\_\_\_ Late medical leave\*\* \_\_\_\_\_ Other: \_\_\_\_\_

\*Late add requests require notation of support from both the course instructor and department chair be submitted with the petition.

\*\*Late medical leave of absence requests require a Weigel Health Center-approved medical leave form be submitted with the petition.

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

Catalog Number(s): \_\_\_\_\_ Call/CR 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: \_\_\_\_\_

### REQUIRED SECTION to be completed by faculty/staff named on petition:

\_\_\_\_\_ I do agree with the student's statement and support the request.  
\_\_\_\_\_ I do agree with the student's statement but I do not support the request.  
\_\_\_\_\_ I do not agree with the student's statement and I do not support the request.

Additional comments from faculty/staff:

Faculty/Staff Signature(s): \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ 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:

Authorized Signature: \_\_\_\_\_ Date of Recommendation: \_\_\_\_\_

CC: \_\_\_\_\_

The petition process exists to afford students with extenuating circumstances to seek accommodation from the college about an all-college requirement. The average time to receive the results of your petition is 2 to 4 weeks (longer, if you submit an incomplete petition). 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 due to poor course performance, a student's lack of awareness of college deadlines/requirements/procedures, or to create financial aid eligibility will be denied.