

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#: _____ Banner ID #: _____
Street Address: _____ Phone: (_____) _____
City/State/Zip Code: _____
E-mail: _____ Degree Navigator ID: _____
Advisor: _____ Today's Date: _____
Student Status: Undergraduate Graduate Non-Matric Major: _____
Degree Requirements: IF GE2K GEC Other: _____ Graduation Semester/Year: _____
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/IF (Intellectual Foundations)
 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 Add'l repeat of course Tuition/fee refund
 Other: _____

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: _____

Optional Faculty/Staff Statement of Support:

Faculty/Staff Signature: _____ Date: _____
Phone Number (for verification, if needed): _____ E-mail (for verification, if needed): _____

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.