STUDENT PETITIONS

Academic regulations are established by the University to maintain and enforce academic standards and are adhered to rigorously. If special and unique circumstances occur, any individual student has the right to petition to waive a regulation. The University similarly has the right to disapprove any petition on the grounds that the circumstances are not compelling enough to warrant an exception to the established regulation.

Any student petition requesting retroactive action must be submitted within one academic calendar year.

Procedures for Student Petitions

To petition for a waiver of an academic regulation, the student must submit a written statement and any necessary supporting documentation to the administrative advisor in the office of the dean of the college or school that houses the student’s major. If the student is Undecided, the petition should be filed through the College of Arts and Sciences.

College of Arts & Sciences
Ruth McShane, Assistant Dean
Science Building 127, Ext. 4121

Derner IAPS
J.C. Muran, Assoc. Dean, Postgrad/Ph.D
Hy Weinberg 303, Ext. 4803
Jacques Barber, Dean
Hy Weinberg 301 Ext. 4807
Errol Rodriguez, Dir. of Master’s Program
Hy Weinberg 320, 516-237-8572
Michael Moore, Undergraduate Chair
Blodgett 212, Ext. 4744

General Studies
Carla Deazle, Director
Post Annex 5, Ext. 3405

Honors College
Richard Garner, Dean
Earle Hall, Ext. 3800

Robert B. Willumstad School of Business
Erin Raia, Dir. UG Programs
Hagedorn Hall 121, Ext. 4668
Mike Minutoli, Dir. Grad Programs
Hagedorn 121, Ext. 4673
Alan Cooper, Associate Dean
Hagedorn 121, Ext. 8166

College of Nursing & Public Health
Elaine Smith, Acting Dean
Nexus 347, Ext 8181
Deborah Murphy
Interim Asst. Dean UG Programs
Nexus 346, Ext. 4525
Jane White, Assoc. Dean
Graduate Programs – Nexus 345, Ext. 4599
M. Pilar Martin
Director, Master’s of Public Health
Nexus 373, Ext. 4528

Ruth S. Ammon School of Education
Daryl Gordon, Assoc. Dean
Harvey Hall 108 Ext. 4155

Phys Ed./Ex. Sci/Health Studies:
Emilia Zarco, Chair
Woodruff 168, Ext. 4261
Communication Sciences & Disorders:
Reem Khamis-Dakwar, Chair
Hy Weinberg 136, Ext. 4778

School of Social Work
Andrew Safer, Dean
Social Work Bldg. 229 Ext.4345
Cheryl Mcauliffe, Director, Undergraduate
Social Work Bldg. 225 Ext. 4362
Godfrey Gregg, Int. Assoc. Dean, Graduate
Social Work Bldg. 327 Ext.4443

College of Prof. & Continuing Studies
Shawn Oriley, Dean
Levermore Hall 303J Ext. 3404
Emily Wilson, Assistant Dean
Levermore Hall 303H Ext. 3419

REQUIRED INFORMATION

To petition for a waiver relating to a course or courses, such as late ADD/DROP/withdrawal/CHANGE OF CREDIT or other rule, the student must submit the following items to the office of the dean of the college or school that houses the student’s major:

1. A completed Action Request form with a signature of agreement from the faculty member or department chair or dean.
2. A letter, from the student, detailing the extenuating circumstances related to petition and any necessary supporting documentation.
3. A letter from the Dean of student’s major.

To petition for a waiver of a University regulation not relating to a specific course, the student must submit the following items to the office of the dean of the college or school that houses the student’s major:

Once the student’s petition packet – letter, signatures, and any necessary supporting documentation is submitted, the office of the dean will forward the material to the Office of Academic Services and Retention, Nexus 145. The student will be advised in writing of the final decision from the dean of the college or school that houses the student’s major (unless it is a medical withdrawal petition in which the student will be notified from the Office of Academic Services).

*Documentation may include medical reports, a letter from the student’s academic advisor verifying the described circumstances, notes from a counselor, or written statements from others involved.

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