



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.

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| <p align="center">College of Arts & Sciences Ruth McShane, Assistant Dean Science Building 127, Ext. 4121</p> <p align="center">Derner IAPS J.C. Muran, Assoc. Dean, Postgrad/Ph.D Hy Weinberg 303, Ext. 4803</p> <p align="center">Jacques Barber, Dean Hy Weinberg 301 Ext. 4807</p> <p>Errol Rodriguez, Dir. of Master’s Program Hy Weinberg 320, 516-237-8572</p> <p>Kate Fiori, Undergraduate Chair Blodgett 212, Ext. 4809</p> <p align="center">General Studies Carla Deazle, Director Post Annex 5, Ext. 3405</p> <p align="center">Honors College Richard Garner, Dean Earle Hall, Ext. 3800</p> | <p align="center">Robert B. Willumstad School of Business Erin Raia, Dir. UG Programs Hagedorn Hall 121, Ext. 4668</p> <p align="center">Brittney Brown, Dir. Grad Programs Hagedorn 116, Ext. 4607</p> <p align="center">Alan Cooper, Associate Dean Hagedorn 121, Ext. 8166</p> <p align="center">College of Nursing & Public Health Elaine Smith, Acting Dean Nexus 347, Ext 8181</p> <p align="center">Deborah Murphy Interim Asst. Dean UG Programs Nexus 346, Ext. 4525</p> <p align="center">Jane White, Assoc. Dean Graduate Programs – Nexus 345, Ext. 4599</p> <p align="center">M. Pilar Martin Director, Master’s of Public Health Nexus 373, Ext. 4528</p> | <p align="center">Ruth S. Ammon School of Education Daryl Gordon, Assoc. Dean Harvey Hall 108 Ext. 4155</p> <p align="center"><u>Phys Ed./Ex. Sci/Health Studies:</u> Emilia Zarco, Chair Woodruff 168, Ext. 4261</p> <p align="center"><u>Communication Sciences & Disorders:</u> Dana Battaglia, Chair Hy Weinberg 135, Ext. 4855</p> <p align="center">School of Social Work Andrew Safyer, Dean Social Work Bldg. 229 Ext.4345</p> <p>Cheryl Mcauliffe, Director, Undergraduate Social Work Bldg. 225 Ext. 4362</p> <p>Godfrey Gregg, Int. Assoc. Dean, Graduate Social Work Bldg. 327 Ext.4443</p> <p align="center">College of Prof. & Continuing Studies</p> <p align="center">Emily Wilson, Assistant Dean Levermore Hall 303H Ext. 3419</p> |
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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.

Updated January 2019