

HARPUR COLLEGE OF ARTS AND SCIENCES

GENERAL ACADEMIC PETITION

All information must be typed

Last Name _____ First Name _____

B Number _____ Binghamton Email _____

ONE REQUEST PER FORM; IDENTIFY YOUR REQUEST WITH A CHECK MARK.

- Extension of Incomplete beyond the 18-month grade change deadline**—Provide the department and course number, the semester in which you took the course, the reason why it was not completed, and the way and timeframe in which you expect to complete it. **The instructor's signature is required.**
- Change of Bulletin year**—Students readmitted under recent Bulletin year requirements may petition to return to their original Bulletin provided that Bulletin is no older than ten years. Students may also request to complete degree requirements under a more recent Bulletin. **The major department undergraduate adviser's signature is required.**
- Harpur writing course substitution**—**During the Add Period, graduating senior students only** may request consideration of one non-designated Harpur course as a W course for Harpur writing satisfaction. Provide the department name and the course number. **The instructor's signature and an explanation of how the requirement is to be met is required.**
- Waiver of residence**—Students who expect to complete remaining degree requirements at another institution request an exception to the Harpur rule that requires the last 30 credits be taken at Binghamton. **The major department undergraduate director's signature is required.**
- Other (Please specify)** _____

TYPE THE SPECIFICS OF YOUR REQUEST BELOW:

Student Signature _____ Date _____

Instructor Signature _____ Date _____

(OR) Department Undergraduate Director Signature _____ **Date** _____

Harpur Dean's Office Action: Approved Denied No Action

Harpur Dean's Office Signature _____ Date _____

Results of your petition will be emailed to you at your Binghamton email address with further instructions, if necessary.

MAKE TWO COPIES OF THE SIGNED PETITION. Submit the original and one copy with any supporting documentation to the Harpur Advising Office (OH 110). Retain one copy for your records.