

Stony Brook University
School of Professional Development (SPD)

N-201 Social & Behavioral Sciences, Stony Brook University, Stony Brook, NY 11794-4310
E-mail: spd@stonybrook.edu • Tel. 631.632.7050, option 3 • FAX 631.632.4992 • www.stonybrook.edu/spd

Committee on Academic Standing - Petitions

The SPD Committee on Academic Standing (Committee) functions to maintain the academic standards of the School of Professional Development.

1. A student's completed Petition—and supporting documentation—may be faxed, mailed, or delivered to the SPD Academic Services office at the contact information above. The Administrative Officer for the Committee will respond *in writing* to all petitioners once the Committee renders its action decision.
2. When a petitioned waiver of SPD policy relates to a class, the Petition must be submitted to the Committee **within one (1) calendar year** from the term in which the class resided.
3. Approval of a Petition to withdraw "W" from a class does **not** guarantee removal of tuition/finance charges. Students must contact the Office of Student Accounts, 631.632.2455, regarding all financial matters, including refund policies and tuition liability. For information, visit: www.stonybrook.edu/bursar
4. A *Petition Processing Fee* of **\$20** is assessed only for those petitions that require processing by the **Office of the Registrar**. A cover letter outlining the steps required for processing (if applicable) is mailed with the petition to the student petitioner. **DO NOT INCLUDE A CHECK OR MONEY ORDER FOR THE \$20 FEE WITH YOUR PETITION.**

Guidelines for the Most Common *Reasons for Petitioning the Committee on Academic Standing:

► **Late ADD class:** Justify/explain the reason for wanting to ADD a face-to-face class after the published deadline. (Late ADD of an SPD *online* class is **not** permitted.) Attach supporting documentation if appropriate or requested. **REQUIRED:** An e-mailed statement to SPD from the instructor of record supporting the late ADD. Instructor should e-mail: spd@stonybrook.edu

► **Late WITHDRAWAL from class:** Attach supporting documentation, if appropriate or requested, supporting your inability to Withdraw (W) from class, face-to-face or online, prior to the respective published deadline. **REQUIRED:** An e-mailed statement to SPD from the instructor of record supporting the late Withdrawal. Instructor should e-mail: spd@stonybrook.edu [A "W" will be recorded and remain on your academic record if Petition approval is granted.]

IMPORTANT: Non-attendance/non-participation in a class, whether face-to-face or online (electronically delivered), and/or non-payment of tuition and fees are **not** in themselves grounds for approving a late Withdrawal from a class.

► **Late UNIVERSITY Withdrawal/Cancellation of ALL Enrollment/Classes:** Attach supporting documentation, if appropriate or requested, regarding your inability to withdraw from all classes, face-to-face or online, on your academic record (class schedule) via the SOLAR System prior to the respective published deadline/s. **REQUIRED:** An e-mailed statement to SPD from each instructor of record supporting your late Withdrawal. Instructor/s should e-mail: spd@stonybrook.edu

***Additional reasons for petitioning SPD may include, but are not limited to:** time extension for program completion; restart of GPA; removal of NR from a class to be replaced with an official "W"/Withdrawal for the class; readmission to original program following an absence, or satisfaction of GPA requirement; acceptance of graduate credits in excess of the 12-credit maximum permitted at Non-matriculated/GSP status (6-credit maximum for certificate programs); request for the one-time option of substituting a passing grade for a failing grade in a repeated course for purposes of calculation of student's cumulative GPA; etc.

Statement of SPD Student Responsibility

Students themselves—whether new, returning, or continuing—are responsible for reviewing, understanding, and adhering to their degree and/or certificate program requirements. (SPD's *Non-matriculating Graduate (GSP) Students* are responsible for adhering to the published guidelines related to Non-matriculated/GSP status at: www.sunysb.edu/spd/graduate/nonmatric.html.)

All SPD students, including GSP, are responsible for reviewing, understanding, and complying with University and SPD regulations, policies, and procedures as described in all official publications, and as published on the University website, www.stonybrook.edu, and the **SPD website**, www.stonybrook.edu/spd, including, but not limited to SPD's online references, the **SPD Student Handbook** and the **SPD Academic Calendar**. For dates and deadlines for academic changes to a student's record—i.e., adding (enrolling), dropping, withdrawing, swapping, etc.—follow the **SPD Academic Calendar** or the Registrar's Calendar for School of Professional Development.

Committee on Academic Standing – PETITION
School of Professional Development (SPD)
Stony Brook University

N-201 Social and Behavioral Sciences
Stony Brook, NY 11794-4310
Tel: 631.632.7050, option 3 • FAX: 631.632.4992

Stony Brook (SB) ID # _____ **Date** _____
 (Required)

Name _____ **Cell Phone** _____

Address _____ **Day Phone** _____

City _____ **State** _____ **Zip** _____ **Night Phone** _____

E-mail Address (print clearly) _____

Please indicate appropriate student status or degree and/or certificate program: MA/LS MPS M.A.T.
 Advanced Graduate Certificate: _____ GSP (Non-matriculating Graduate Student)

► Complete this section to **ADD, WITHDRAW, or ENROLL:**

Course Letters (Ex. CEE 599)	Course No.	Section No.	Term (Semester)	Year	No. of Credits	ADD	WITHDRAW	ENROLL
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

► Complete this section if you are petitioning SPD to waive a policy relating to other than the above categories. (Common reasons for petitioning: time extension to complete program; restart of GPA; removal of NR (officially Withdraw from class); readmission to original program after satisfying GPA requirements; accept graduate credits in excess of the 12 maximum allowed at GSP (non-matriculating graduate student) status [maximum 6 credits for certificate programs], etc.) _____

Please state reason for this petition and provide justification as to why a waiver should be granted in this case. Attach all relevant documentation to support your reason. (Attach a separate sheet of paper if additional space is needed.)

Student Signature _____ **Date** _____

FOR SPD USE ONLY **Approved** **Denied** **Date** _____

Action Required by: _____

SPD Committee on Academic Standing
 Coordinator: _____ Date: _____