

**ACADEMIC STANDING & APPEALS FOR THE COLLEGE OF ARTS AND SCIENCES,  
THE COLLEGE OF BUSINESS, THE SCHOOL OF JOURNALISM and THE SCHOOL OF  
MARINE AND ATMOSPHERIC SCIENCES**

**UNDERGRADUATE ACADEMIC AFFAIRS-MELVILLE LIBRARY E-3310  
STATE UNIVERSITY OF NEW YORK AT STONY BROOK**

**GUIDELINES FOR PETITIONERS**

The Executive Officer and the full Committee on Academic Standing and Appeals consider petitions for exceptions to academic regulations. Petitions and appeals must be in writing. The Executive Officer evaluates and responds in writing to all requests. Petitioners receiving denials are entitled to one written appeal to the Committee. Students may not make personal appearances before the Committee. **Students must consult with an academic advisor before submitting a petition.** Here are some general guidelines:

- Students are expected to be familiar with the information and regulations contained in the current *Undergraduate Bulletin* and the academic calendar (all available on-line). Because you are requesting an exception to University policy, you should not assume, or accept the word of anyone, that your petition will be approved. An instructor's endorsement does not guarantee the approval of a petition.
- **DOCUMENTATION.** You are required to document the statements you make in your petition. Please attach all supporting material to your petition form. Original documents are not required. Legible, unmodified photocopies are acceptable. Examples of documentation include but are not restricted to medical records or credentials, official academic records, legal documents, relevant statements from medical or other professionals (accepted only on letterhead). All documentation will be kept confidential.
- The University does not have one specific rule about class attendance. Therefore, the fact that you have not attended a course (or courses) is not by itself sufficient grounds for approval to cancel or withdraw from a course(s).
- Approval of a petition does not by itself result in changes of financial liability, nor will petitions regarding financial matters be considered. The petitioner should refer to *Instructions for Processing Approved Petitions* once a petition is approved to process any changes to his/her registration or record. Approval of a petition grants permission to take action only and does not automatically result in the action requested.
- Some academic matters are not petitionable; e.g. P/NC Designations, grades in individual classes and/or the removal of a W.

**INSTRUCTIONS FOR FILING A PETITION**  
**PLEASE READ CAREFULLY:**

Petition forms and guidance with the petition process may be obtained from the appropriate academic advisor.

- Carefully and legibly complete the information on the front page of the petition. It is strongly recommended that you submit a well-written, typed, double-spaced letter that explains the circumstances of your request and that is supported by the documentation provided.
- Submit the completed petition with a self-addressed, stamped envelope to the Office of Undergraduate Academic Affairs, Library, E-3310. It will be reviewed by the Executive Officer for Academic Standing and Appeals.
- A decision will usually be made in 3 business days. For reasons of confidentiality, petition results are not available over the phone; your petition will be mailed to you in the stamped, self-addressed envelope that you attach to your petition.

•If your petition has been approved a cover sheet provides instructions for processing the paperwork. Petitions must be processed within 30 days of approval or the end of the current semester, whichever comes first.

• If your petition has been denied and you believe you have grounds for an appeal (to the Committee on Academic Standing and Appeals), you may proceed to the appropriate advising office for guidance in preparing the additional documentation. You may also consult with the CASA Executive Officer, Professor Clifford Huffman, in the Office of Undergraduate Academic Affairs, Library, E3310, during the hours listed below. Please note: If you file an appeal, it is essential to include additional documentation.

**Professor Clifford Huffman, Executive Hearing Officer, CASA**

**Spring 2011**

**Wednesday: 10:00-12:30**

**Thursday: 12:30 –3:00**

### **GUIDELINES FOR SPECIFIC CATEGORIES OF PETITIONS**

•LATE ADDITION OF COURSE (S) OR LATE REGISTRATION: You must justify your lateness and obtain a written statement from each instructor on his/her department letterhead, offering to admit you to the course if your petition is approved. Indicate either that you have been attending, or that the instructor will provide a means for you to make up missed work. **Note: Requests for late adds will not be accepted after the end of the 4<sup>th</sup> week of classes.**

•LATE WITHDRAWAL FROM COURSE (S), SEMESTER, OR SUMMER SESSION: Document fully your inability to withdraw by the date specified in the academic calendar. All withdrawals after the second week of a semester result in a W for all course (s), but this does not adversely affect your academic standing or possible future enrollments.

•ACADEMIC OVERLOAD: You may request an overload [registration for more than 19 credits and no more than 23 credits in a semester, or more than 9 credits in one summer session] if you (a) have completed at least one semester at Stony Brook; (b) have no pending or outstanding incomplete or Q grades and (c) have a cumulative GPA between 2.50 and 2.99. No exceptions will be made. **Note: No petition is required for students with a GPA of 3.00 or higher. Please see Registrar.**

•ACADEMIC UNDERLOAD: [Registration for less than 12 credits in a semester]: Document the extenuating circumstances not under your control and of temporary duration that make you unable to complete twelve credits. If your petition is approved, you will be required to meet the academic standing requirements for part-time matriculated students for the semester in question (see *Undergraduate Bulletin*). A student may not underload in two consecutive semesters. **Note: Approved underloads may result in a loss of financial aid; you are encouraged to consult the appropriate office for further information. International students, please see an International Students advisor before submitting the petition.**

•ACADEMIC REINSTATEMENT: You must present convincing evidence that is appropriate for you to continue your studies at Stony Brook and that you will be able to graduate in a reasonable period of time. Petitions for reinstatement must be submitted promptly to avoid deregistration for the following semester. An approved petition permits registration in the semester immediately following the suspension. The suspension and reinstatement are noted on the transcript.

**Note: Students who have been away from Stony Brook for one or more semesters following a suspension must demonstrate that the conditions leading to academic suspension have changed. Appropriate evidence that indicates the ability to earn a degree from Stony Brook in a reasonable period of time should be submitted.**