

ACADEMIC APPEALS COMMITTEE PETITION

Buffalo State College • 1300 Elmwood Ave - TR 100 • Buffalo, NY 14222

Fax: (716) 878-4037 • Acadstandards@buffalostate.edu

Name (First, M. Int., Last): _____ Banner I.D.: _____
Street Address: _____ Phone: (_____) _____
City/State/Zip Code: _____
SUNY Buffalo State E-mail: _____ Graduation Semester/Year: _____
Academic Adviser: _____ Major: _____
Student Status: Undergraduate/Graduate/Non-matriculated Applied for graduation or graduated? Y N
Affiliation: Disability Services EOP Honors Military SSSP
Indicate the people with whom you have consulted in an attempt to resolve your issue:
Faculty Member(s): _____ Staff Member(s): _____

What is the nature of your request?

_____ Waiver of undergraduate general education requirement: *Explain:* _____
_____ (**circle choice**) Change graduation requirements to GEC (pre-2000)/GE2K (2000)/IF (2006)/IF (2014-present)
_____ Waiver graduate student requirement: *Explain:* _____
_____ Late addition of course(s)* _____ Drop course(s) _____ Late course withdrawal
_____ Late Pass/Fail _____ Late leave of absence _____ Waive part of 600/700-level requirement
_____ Add'l repeat course _____ Remove fiscal liability _____ Waive late add/broad based fees
_____ Other: _____

**Late add requests require notation of support from both the course instructor and department chair be submitted with the petition.*

Please complete the following information for the course(s) you are petitioning:

Catalog Number(s): _____ Call/CR Number(s): _____
Instructor(s): _____ Semester(s): _____

What background information and/or extenuating circumstances do you have to support your request?

College policy requires “strong evidence to warrant a modification of college regulations” (pg. 32 of the college catalog). As such, you must attach all relevant documentation to your petition prior to submission to our office or your petition may be returned and/or denied.

Please sign and date below, certifying the information you have provided is accurate and truthful.

Student Signature: _____ Date: _____

To be completed by faculty/staff named on petition:

_____ I do agree with the student's statement and support the request.
_____ I do agree with the student's statement, but I do not support the request.
_____ I do not agree with the student's statement and I do not support the request.

Additional comments from faculty/staff:

Faculty/Staff Signature(s): _____ Phone: _____ E-mail: _____ Date: _____

Academic Standards Office Use Only:

The student's request is: ☐ Approved ☐ Not Approved ☐ Not Subject to Petitioning
Academic Appeals Committee/Academic Standards Office Recommendation:

CC:

☐ Hold on account

The average time to receive the results of your petition is 2 to 4 weeks (longer, if you submit an incomplete petition). During the time you are waiting for a response to your request, you should assume that your petition has not been approved. Based on this assumption, you should settle all related debts with the college and/or register for and attend class accordingly. The only exception to this assumption would be for a request to late register for a course, in which case it is most likely in your best interest to attend the course until a decision is rendered. After a decision has been made on your petition, the result will be mailed to the address you provided on the petition. All petitions involving grade/transcript changes must be filed prior to your graduation from Buffalo State College. Petitions requesting changes to the academic standards of Buffalo State College due to poor course performance, a student's lack of awareness of college deadlines/requirements/procedures, or to create financial aid eligibility will be denied.

There is a one-year time-limit (from the end of the semester in question) on all petitions involving adjustments to your college bill.
Approved petitions may not be processed by the Registrar's Office if there is a hold on the student's account.