

# 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](mailto:spd@stonybrook.edu) • Tel. 631.632.7050, Option 1 • FAX 631-982-7311 • [www.stonybrook.edu/spd](http://www.stonybrook.edu/spd)

### Petition Instructions

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, if any—may be faxed, e-mailed or mailed to SPD at the contact information above. **Student petitioners are notified** via [e-mail](#) once the Committee renders its decision to approve or deny the petition.
2. 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. For more information, visit: [stonybrook.edu/bursar](http://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. DO NOT INCLUDE A CHECK OR MONEY ORDER FOR THE FEE WITH YOUR PETITION.**

#### MOST COMMON REASONS FOR PETITIONING:

- ▶ **Late ADD class:** 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.) **REQUIRED:** An e-mailed statement from the instructor of the class agreeing to or supporting the late ADD. Instructor should e-mail: [spd@stonybrook.edu](mailto:spd@stonybrook.edu)
- ▶ **Late WITHDRAWAL:** Explain the reason you were unable to WITHDRAW from a class prior to the published deadline to withdraw from a *face-to-face* class or the deadline to withdraw from an *online* class. **REQUIRED:** An e-mailed statement from the instructor of the class agreeing to or supporting the late Withdrawal. Instructor should e-mail: [spd@stonybrook.edu](mailto:spd@stonybrook.edu) (If petition approval is granted, a "W"/withdraw will be recorded for the class and remain on your academic record. A "W" does not affect a student's GPA.) Non-attendance/non-participation in a class, whether face-to-face or online, and/or non-payment of tuition and fees are **not** in themselves grounds for approving a late Withdrawal.

**IMPORTANT:** Instructor statement agreeing to or supporting a late-ADD or retroactive WITHDRAWAL does **not** guarantee petition approval by the Committee on Academic Standing.

- ▶ **Late UNIVERSITY Withdrawal/Cancellation of ALL Enrollment/Classes:** Attach supporting documentation, if appropriate, regarding your inability to withdraw from all classes—face-to-face or online—via your SOLAR account prior to the published deadline to withdraw. **REQUIRED:** An e-mailed statement from the instructor for each class supporting your late Withdrawal. Instructor should e-mail: [spd@stonybrook.edu](mailto:spd@stonybrook.edu)

#### ADDITIONAL REASONS FOR PETITIONING MAY INCLUDE, THOUGH 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; ▪ readmission to original program following an absence, or satisfaction of GPA requirement; ▪ acceptance of graduate credits in excess of the 12.0 maximum permitted at Non-matriculated/GSP status (6.0 maximum for certificate programs); ▪ request for a one-time option of substituting a passing grade for a failing grade in a repeated course for purposes of cumulative GPA calculation.

#### **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 Students* (GSP) are responsible for adhering to the published guidelines related to GSP status at: [stonybrook.edu/spd/graduate/nonmatric.html](http://stonybrook.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, and the **SPD website** at [stonybrook.edu/spd](http://stonybrook.edu/spd), including, but not limited to SPD's online references, the [SPD Bulletin](#) and each term's [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 appropriate [SPD Academic Calendar](#) or the Registrar's Calendar for School of Professional Development (SPD).

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

**N-201 Social & Behavioral Sciences**  
**Stony Brook, NY 11794-4310**  
**Tel: 631.632.7050, Option 1 • FAX: 631-982-7311**

**Stony Brook (SB) ID #** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \_\_\_\_\_ **(Required)** \_\_\_\_\_  
**Name** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Day Phone** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP code** \_\_\_\_\_  
**E-mail Address** (print clearly) \_\_\_\_\_  
 \_\_\_\_\_ **(Required)**

Please indicate your student status or degree and/or certificate program:  **MA/LS**  **MAT**  **MAHEA**  **MSHRM**  
 **MPSENM**  **Advanced Graduate Certificate:** \_\_\_\_\_  **GSP** (Non-matriculating Graduate Student)  **Post-master's Certificate**

► Complete this section only if you wish to **ADD** or **WITHDRAW** after the published deadline:

Course Subject	Course No.	Section	Term (Semester)	Credits	ADD	WITHDRAW
<i>Ex: CEE</i>	<i>599</i>	<i>02</i>	<i>Spring 2011</i>	<i>3</i>		
_____	_____	_____	_____	_____	<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"/>

► **Please state the reasoning and justification for this petition.** You may wish to attach relevant documentation to support your reason, if applicable. (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 allowed at GSP (non-matriculating graduate student) status [maximum 6 credits for certificate programs], etc.)

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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**FOR SPD USE ONLY**  **Approved**  **Denied**

Action Required by: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SPD Committee on Academic Standing Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_