

# Stony Brook University

## School of Professional Development (SPD)

N-201 Social and Behavioral Sciences, Stony Brook University, Stony Brook, NY 11794-4310  
Email: [spd@stonybrook.edu](mailto:spd@stonybrook.edu) • Tel. 631.632.7050, option 3 • FAX 631.632.4992 • Web: [www.stonybrook.edu/spd](http://www.stonybrook.edu/spd)

### Committee on Academic Standing Petitioning Overview

The 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 Admissions and Advising 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. (The Committee generally meets once a week when classes are in session.)
2. Petitions must be submitted to the Committee **within one (1) calendar year** from the term in which the subject class resides.
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.
4. A *Petition Processing Fee* of **\$20** is assessed for each Petition **processed by the Office of the Registrar**.

### 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. An emailed statement to SPD at: [spd@stonybrook.edu](mailto:spd@stonybrook.edu), from the instructor of record granting permission for your late ADD is *required*.

► **Late WITHDRAWAL from class:** Attach supporting documentation, if appropriate or requested, supporting your inability to withdraw from class, face-to-face or online, prior to the respective published deadline. An emailed statement to SPD, [spd@stonybrook.edu](mailto:spd@stonybrook.edu), from the instructor of record granting permission for your late WITHDRAWAL is *required*. A "W" will be recorded and remain on your academic record if Petition approval is granted.

**NOTE:** 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 sufficient grounds for approving a 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. An emailed statement to SPD: [spd@stonybrook.edu](mailto:spd@stonybrook.edu), from each instructor of record granting permission for your late WITHDRAWAL is *required*.

\***Additional reasons for petitioning SPD** 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 a one-time option of substituting a passing grade for a failing grade in a repeated course for purposes of calculation of the cumulative GPA; etc.

#### Statement of 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](http://www.sunysb.edu/spd/graduate/nonmatric.html).)

**All SPD students**, including Non-matriculated Graduate/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](http://www.stonybrook.edu), and the SPD website, [www.stonybrook.edu/spd](http://www.stonybrook.edu/spd), including, but not limited to SPD's online references, the *SPD Student Handbook* and *SPD Academic Calendar*.

**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.) \_\_\_\_\_

\_\_\_\_\_

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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** \_\_\_\_\_

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**FOR SPD USE ONLY**

**Approved**

**Denied**

**Date** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

SPD Committee on Academic Standing

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_