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ePetitions

What would you like to do?

- View the process WITHOUT starting a petition
- Start a new petition
- Add material to an existing petition
- Cancel a petition
- Check on the status of an existing petition

## This is the student view.

Each option has its own template. These are detailed below on the following slide numbers:

- 3 View the process WITHOUT starting a petition (*This is the same as 'starting a new petition' but with fields inactive.*)
- 3 Start a new petition
- 11 Add material to an existing petition
- 11 Cancel a petition
- 11 Check on the status of an existing petition

ePetitions

It is **strongly recommended** that you meet with your major advisor before you continue!

According to our records your major advisor is:

Prof. Joe Smoe, Astrophysics, 1234 NE

Office Hours: MW 8am or by Appt.

Tel: x5123

Email: [jsmoe@brooklyn.cuny.edu](mailto:jsmoe@brooklyn.cuny.edu)

Are you sure you want to continue?

- Yes, I've met with my advisor.
- No, please help me contact my advisor to make an appointment.

Checking NO will take the student to an email form which allows them to contact the above named advisor.

The form has the subject line:

Jane Smith requests advising regarding an e-petition

Body of the email has suggested language:

Dear Prof. Smoe,

I am considering filing a petition regarding \_\_\_\_\_ . Is it possible to schedule an advising session? I am available on the following days and times:

---

---

---

Please let me know if I should bring any materials to our appointment.

Thank you.

Jane Smith  
[sj1234@bcmail.cuny.edu](mailto:sj1234@bcmail.cuny.edu)

ePetitions

What type of petition would you like to submit?

- Course Substitution
- Course Overload
- Writing Intensive Waiver
- Residence Requirement Waiver
- Retroactive Withdrawal from a Full Semester
- Graduate Under a Previous Bulletin
- Resolve a FIN or FAB grade
  
- A Type of Petition Not Listed Above

Each type of petition has its own template. These are detailed below on the following slide numbers:

- 5 Course Substitution
- 12 Course Overload
- 18 Writing Intensive Waiver
- 24 Residence Requirement Waiver
- 29 Retroactive Withdrawal from a Full Semester
- 34 Graduate Under a Previous Bulletin
- 40 Resolve a FIN or FAB grade
  
- 46 A Type of Petition Not Listed Above

ePetitions

You have started a COURSE SUBSTITUTION  
petition. Your petition number is:

S11-12345

Please read carefully the following information:

You petition may be approved OR denied.

You should NOT register for a class assuming that  
the substitution will be retroactively approved.

....

BACK

Step 0 of 4

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12345

You are requesting a COURSE SUBSTITUTION  
Please fill in the following information:

The Course Number, Name, and Bulletin Description of the course you propose to take. Please include the number of credits and instructional hours:

The Course Number, Name, and Bulletin Description of the course you propose to take. Please include the number of credits and instructional hours:

*HELP:* Click here to go the Brooklyn College [online bulletins](#). If you the relevant course is from another institution, you may find the information you need on that institutions website.

BACK

Step 1 of 4

SAVE

CONTINUE

E-Petition S11-12345

You are requesting a COURSE SUBSTITUTION  
Please fill in the following information:

Why is this substitution necessary for your individual circumstances? Please be detailed in your answer.

Please upload here any supporting documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: medical records, legal records, court documents, a letter from a former, current or future employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12345

You are requesting a COURSE SUBSTITUTION  
Please fill in the following information:

What is your understanding of the academic justification of this petition?

You may also upload additional documentation supporting this justification.

Browse

*NOTE:* Documentation is not required. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: a copy of the course syllabus or details of assignments to be completed. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 3 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

## E-Petition S11-12345

You are requesting a COURSE SUBSTITUTION  
Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

If there are other faculty members from whom you would like opinions on this petition to be solicited, please enter their addresses here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 4 of 4

SAVE

SUBMIT

**The major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a COURSE SUBSTITUTION petition. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

**The chair of the major department receives a different automated email:**

'JANE SMITH has submitted a COURSE SUBSTITUTION petition. The student has requested opinions on this petition from:

JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your COURSE SUBSTITUTION  
petition

S11-12345

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:

If this is incorrect, please  
click here to update.

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

Your Petitions:

S11-12345: COURSE SUBSTITUTION

Started: 12.31 AM 23 February 2011  
Submitted: 03.42 PM 23 February 2011  
Last Edited: 10.10 AM 28 February 2011

Status: Pending Faculty Response

Options:

View

Add Materials

Cancel

F09-01234: COURSE OVERLOAD

Started: 01.32 PM 21 September 2011  
Submitted: 10.12 AM 23 September 2011  
Last Edited: 10.12 AM 23 September 2011

Status: Approved

Options:

View

Status Options include:

Not Submitted

Awaiting CAASS initial review  
Incomplete, see CAASS advisor

Pending faculty response

Pending C&S review

Pending information from the  
Registrar

Pending additional departmental  
information

Approved

Approved with conditions, see  
CAASS advisor

Denied; alternative offered, see  
CAASS advisor

Denied; appeal may be possible  
with additional  
documentation and personal  
appearance, see CAASS  
advisor

Final Denial, no appeal possible

Referred to registrar, no appeal  
required

Referred to department, no appeal  
required

ePetitions

You have started a COURSE OVERLOAD  
petition. Your petition number is:

S11-12346

Please read carefully the following information:

You petition may be approved OR denied.

Applications for course overloads should be  
submitted two weeks before the student plans on  
registering for classes, and NO LATER on week  
before the last day to register for classes.

....

BACK

Step 0 of 4

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12346

You are requesting a COURSE OVERLOAD  
Please fill in the following information:

Your Major GPA based on Degree Progress

*Auto-filled*

Your Overall GPA based on Degree Progress

*Auto-filled*

Provide the course number, full name, number of credits  
and instructional hours for all the courses you wish to take  
next semester:

Total credits you are requesting to take:

BACK

Step 1 of 4

SAVE

CONTINUE

E-Petition S11-12346

You are requesting a COURSE OVERLOAD  
Please fill in the following information:

What are your additional time commitments  
beyond your academic work?

You may also upload additional documentation  
supporting these statements.

Browse

*NOTE:* Documentation is not required. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their [hours of operation](#). Documentation will vary based on individual circumstances, but may include: medical records, a letter from a current employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12346

You are requesting a COURSE OVERLOAD.  
Please fill in the following information:

Why is this overload necessary for your individual circumstances? Please be detailed in your answer.

Please upload here any supporting documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: medical records, legal records, court documents, a letter from a former, current or future employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 3 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12346

You are requesting a COURSE OVERLOAD.  
Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

If there are other faculty members from whom you would like opinions on this petition to be solicited, please enter their addresses here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 4 of 4

SAVE

SUBMIT

**The major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a COURSE OVERLOAD petition. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

**The chair of the major department receives a different automated email:**

'JANE SMITH has submitted a COURSE OVERLOAD petition. The student has requested opinions on this petition from:

JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your COURSE OVERLOAD  
petition

S11-12346

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:  
If this is incorrect, please [click here to update](#).

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

ePetitions

You have started a WRITING INTENSIVE  
REQUIREMENT WAIVER  
petition. Your petition number is:

S11-12347

Please read carefully the following information:

You petition may be approved OR denied.

....

BACK

Step 0 of 3

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12347

You are requesting a WRITING INTENSIVE  
REQUIREMENT WAIVER.  
Please fill in the following information:

Your Major GPA based on Degree Progress

*Auto-filled*

Your Overall GPA based on Degree Progress

*Auto-filled*

Please select the reason(s) that best indicate the grounds  
for your petition:

- Change in program requirements
- Substantial writing in non WI indicated courses
- Misadvised
- Other

Anticipated Date of Graduation:

BACK

Step 1 of 3

SAVE

CONTINUE

E-Petition S11-12347

You are requesting a WRITING INTENSIVE  
REQUIREMENT WAIVER.  
Please fill in the following information:

Why is this waiver necessary based on your  
individual circumstances? Please be detailed in  
your answer.

Please upload here any supporting  
documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off  
your documentation at the Center for Student Advisement and  
Student Success. Click here for a link to their hours of operation.  
Documentation will vary based on individual circumstances, but may  
include: academic records, course syllabi, or writing samples. You  
may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 3

SAVE

CONTINUE

I'd appreciate help with the  
language.

After a document is uploaded a link  
to that document appears under the  
'Note' box along with a time stamp  
of when it was uploaded.

E-Petition S11-12347

You are requesting a WRITING INTENSIVE REQUIREMENT WAIVER.  
Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

The Writing-Across-the-Curriculum Coordinator will also be contacted: this is required for this type of petition.

If there are other faculty members from whom you would like opinions on this petition to be solicited, please enter their addresses here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 3 of 3

SAVE

SUBMIT

**The WAC coordinator, the major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a WRITING INTENSIVE REQUIREMENT WAIVER petition. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

**The chair of the major department receives a different automated email:**

'JANE SMITH has submitted a WRITING INTENSIVE REQUIREMENT WAIVER petition. The student has requested opinions on this petition from:

JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your WRITING INTENSIVE REQUIREMENT WAIVER  
petition

S11-12347

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:

If this is incorrect, please  
click here to update.

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

ePetitions

You have started a RESIDENCY REQUIREMENT  
WAIVER  
petition. Your petition number is:

S11-12348

Please read carefully the following information:

You petition may be approved OR denied.

....

BACK

Step 0 of 4

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12348

You are requesting a RESIDENCY REQUIREMENT  
WAIVER.

Please fill in the following information:

Anticipated Date of Graduation:

Total credits you will have completed at Brooklyn  
College by graduation:

The Institution, Location, Course Numbers, Names, and Bulletin  
Descriptions of the courses you propose to take out of  
residency in your final 18 credits. Please include the number of  
credits and instructional hours:

BACK

Step 1 of 4

SAVE

CONTINUE

E-Petition S11-12348

You are requesting a RESIDENCY REQUIREMENT  
WAIVER.

Please fill in the following information:

Why is this waiver necessary based on your  
individual circumstances? Please be detailed in  
your answer.

Please upload here any supporting  
documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off  
your documentation at the Center for Student Advisement and  
Student Success. Click here for a link to their hours of operation.  
Documentation will vary based on individual circumstances, but may  
include: medical records, legal records, court documents, a letter  
from a former, current or future employer, or a letter from a religious  
leader. You may see a CAASS advisor for recommendations specific to  
your case.

BACK

Step 2 of 4

SAVE

CONTINUE

I'd appreciate help with the  
language.

After a document is uploaded a link  
to that document appears under the  
'Note' box along with a time stamp  
of when it was uploaded.

E-Petition S11-12348

You are requesting a RESIDENCY REQUIREMENT  
WAIVER.  
Please fill in the following information:

What is your understanding of the academic  
justification of this petition?

You may also upload additional documentation  
supporting this justification.

Browse

*NOTE:* Documentation is not required. You may choose to drop off  
your documentation at the Center for Student Advisement and  
Student Success. Click here for a link to their hours of operation.  
Documentation will vary based on individual circumstances, but may  
include: a copy of the course syllabus or details of assignments to be  
completed. You may see a CAASS advisor for recommendations  
specific to your case.

BACK

Step 3 of 4

SAVE

CONTINUE

I'd appreciate help with the  
language.

After a document is uploaded a link  
to that document appears under the  
'Note' box along with a time stamp  
of when it was uploaded.

E-Petition S11-12348

You are requesting a RESIDENCY REQUIREMENT WAIVER.

Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

If there are other faculty members from whom you would like opinions on this petition to be solicited, please enter their addresses here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 4 of 4

SAVE

SUBMIT

**The major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a RESIDENCY REQUIREMENT WAIVER petition. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

**The chair of the major department receives a different automated email:**

'JANE SMITH has submitted a RESIDENCY REQUIREMENT WAIVER petition. The student has requested opinions on this petition from:

JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your RESIDENCY REQUIREMENT WAIVER  
petition

S11-12348

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:

If this is incorrect, please  
click here to update.

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

ePetitions

You have started a RETROACTIVE WITHDRAWAL  
FROM A FULL SEMESTER  
petition. Your petition number is:

S11-12349

Please read carefully the following information:

You petition may be approved OR denied.

....

BACK

Step 0 of 3

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12349

You are requesting a RETROACTIVE WITHDRAWAL  
FROM A FULL SEMESTER.

Please fill in the following information:

The semester of your request:

Provide the course number, full name, number of credits  
and instructional hours for all the courses you took that  
semester. Please include the grade you earned:

BACK

Step 1 of 3

SAVE

CONTINUE

### E-Petition S11-12349

You are requesting a RETROACTIVE WITHDRAWAL FROM A FULL SEMESTER.  
Please fill in the following information:

Why do your individual circumstances justify this retroactive withdrawal? Please be detailed in your answer.

Please upload here supporting documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their [hours of operation](#). Documentation will vary based on individual circumstances, but may include: medical records, legal records, court documents, a letter from a former, current or future employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 3

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12349

You are requesting a RETROACTIVE WITHDRAWAL FROM A FULL SEMESTER.

Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

Please list the email addresses of each of your instructors from the semester in question, so we may solicit their opinions on this petition:

If you could not locate contact information for any of the instructors, list those individuals here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 3 of 3

SAVE

SUBMIT

**The major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a RETROACTIVE WITHDRAWAL FROM A FULL SEMESTER petition. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

**The chair of the major department receives a different automated email:**

'JANE SMITH has submitted a RETROACTIVE WITHDRAWAL FROM A FULL SEMESTER petition. The student has requested opinions on this petition from:

JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your RETROACTIVE WITHDRAWAL FROM A FULL SEMESTER petition

S11-12349

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:

If this is incorrect, please click here to update.

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

ePetitions

You have started a petition to GRADUATE UNDER  
A PREVIOUS BULLETIN. Your petition number is:

S11-12350

Please read carefully the following information:

You petition may be approved OR denied.

....

BACK

Step 0 of 4

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12350

You are requesting to GRADUATE UNDER A PREVIOUS BULLETIN.  
Please fill in the following information:

Anticipated date of graduation:

Bulletin under which you are requesting to graduate:

First semester of attendance at Brooklyn College:

Please indicate any semesters in which you were NOT enrolled at Brooklyn College between now and then:

<input type="text"/>	<input type="text"/>

BACK

Step 1 of 4

SAVE

CONTINUE

E-Petition S11-12350

You are requesting to GRADUATE UNDER A PREVIOUS BULLETIN.  
Please fill in the following information:

Why is this necessary for your individual circumstances? Please be detailed in your answer.

Please upload here any supporting documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: medical records, legal records, court documents, a letter from a former, current or future employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12350

You are requesting to GRADUATE UNDER A PREVIOUS BULLETIN.  
Please fill in the following information:

What is your understanding of the academic justification of this petition?

You may also upload additional documentation supporting this justification.

Browse

*NOTE:* Documentation is not required. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: a copy of the course syllabus or details of assignments to be completed. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 3 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12350

You are requesting to GRADUATE UNDER A PREVIOUS BULLETIN.

Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

If there are other faculty members from whom you would like opinions on this petition to be solicited, please enter their addresses here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 4 of 4

SAVE

SUBMIT

**The major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a petition to GRADUATE UNDER A PREVIOUS BULLETIN. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

**The chair of the major department receives a different automated email:**

'JANE SMITH has submitted a petition to GRADUATE UNDER A PREVIOUS BULLETIN. The student has requested opinions on this petition from:

JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your petition to GRADUATE UNDER A PREVIOUS  
BULLETIN

S11-12350

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:

If this is incorrect, please  
click here to update.

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

ePetitions

You have started a petition to RESOLVE an FIN or FAB GRADE. Your petition number is:

S11-12351

Please read carefully the following information:

You petition may be approved OR denied.

You should not complete any academic work towards resolving this grade until such time as you may be approved.

....

BACK

Step 0 of 3

CONTINUE

I'd appreciate help with this language.

E-Petition S11-12351

You are requesting to RESOLVE an FIN or FAB  
GRADE.

Please fill in the following information:

Anticipated date of graduation:

Course number:

Course Name:

Semester Attempted:

FIN or FAB?

BACK

Step 1 of 3

SAVE

CONTINUE

E-Petition S11-12351

You are requesting to RESOLVE an FIN or FAB GRADE.

Please fill in the following information:

What extraordinary circumstances stopped you from resolving the INC or ABS grade in the allotted time? Please be detailed in your answer.

Please upload here supporting documentation of these circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their [hours of operation](#). Documentation will vary based on individual circumstances, but may include: medical records, legal records, court documents, a letter from a former, current or future employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 3

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12351

You are requesting to RESOLVE an FIN or FAB GRADE.

Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

Please provide the email of your instructor in this course:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 3 of 3

SAVE

SUBMIT

**The major advisor and listed faculty are sent an automated email:**

'JANE SMITH has submitted a petition to RESOLVE an FIN or FAB GRADE. The student requests that you review this petition and submit your option on the petition to the Committee on Course and Standing. You may do so by logging into WebCentral and clicking on the ePetitions Table under eServices. If you do not currently have access to WebCentral, please forward this email to CAASS@brooklyn.cuny.edu. Please note student petitions are not reviewed without faculty responses.'

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JOE SHMOE  
and ....

You may review this petition, add additional information if you deem it necessary, and review your department's petition history by logging into WebCentral and clicking on the ePetitions Table under eServices. Please note student petitions are not reviewed without faculty responses.'

**When the student views this page after submission, it will contain a list of faculty contacted and an indication if they have or have not submitted their opinions.**

Your petition to RESOLVE an FIN or FAB GRADE

S11-12351

has been submitted!

A CAASS advisor will review your petition within seven business days. He or she will then contact you via email confirm that your portion of the petition is complete OR to request that you come in for further advising regarding the petition.

Your email address according to our records is:

If this is incorrect, please click here to update.

*Auto-filled*

If you are dropping off additional documentation at the CAASS offices, please include a copy of this confirmation page.

Print Single Confirmation Sheet

Print Full Petition

ePetitions

You have started a UNCATEGORIZED  
petition. Your petition number is:

S11-12352

Please read carefully the following information:

You petition may be approved OR denied.

....

BACK

Step 0 of 4

CONTINUE

I'd appreciate help with this  
language.

E-Petition S11-12352

You are making an UNCATEGORIZED petition.  
Please fill in the following information:

Please state as simply as possible your request. (You will have opportunity to explain it further on later screens):

BACK

Step 1 of 4

SAVE

CONTINUE

## E-Petition S11-12352

You are making an UNCATEGORIZED petition.  
Please fill in the following information:

Why is this accommodation necessary based on your individual circumstances? Please be detailed in your answer.

Please upload here any supporting documentation of these individual circumstances.

Browse

*NOTE:* Documentation is REQUIRED. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: medical records, legal records, court documents, a letter from a former, current or future employer, or a letter from a religious leader. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 2 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

After a document is uploaded a link to that document appears under the 'Note' box along with a time stamp of when it was uploaded.

E-Petition S11-12352

You are making an UNCATEGORIZED petition.  
Please fill in the following information:

What is your understanding of the academic justification of this petition?

You may also upload additional documentation supporting this justification.

Browse

*NOTE:* Documentation is not required. You may choose to drop off your documentation at the Center for Student Advisement and Student Success. Click here for a link to their hours of operation. Documentation will vary based on individual circumstances, but may include: a copy of the course syllabus or details of assignments to be completed. You may see a CAASS advisor for recommendations specific to your case.

BACK

Step 3 of 4

SAVE

CONTINUE

I'd appreciate help with the language.

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E-Petition S11-12352

You are making an UNCATEGORIZED petition.  
Please fill in the following information:

Your major advisor will be contacted about this petition automatically and asked for his/her opinion. If you do NOT want him or her contacted tick this box.

If there are other faculty members from whom you would like opinions on this petition to be solicited, please enter their addresses here:

I waive my right to see the faculty responses.

I DO NOT waive my right to see the faculty responses.

I understand that by submitting this petition, I agree to allow CAASS to share the whole of the petition including the documentation with the faculty indicated above, the chair of my major department, the Committee on Course and Standing, and the Registrar.

BACK

Step 4 of 4

SAVE

SUBMIT

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S11-12352

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