PETITION FOR ACTION (GRADUATE)

SCHOOL OF ENGINEERING AND APPLIED SCIENCE

University of Pennsylvania

Date of Petition _____

Name of Petitioner: _____ PENN ID#: _____

Email: _____ Tel Num: _____

Department: _____ Name of Faculty Advisor: _____

Term in which this petition will impact: ❑ FALL ❑ SPRING ❑ SUMMER **Year:** _____

❑ Request admission from Master's to Ph.D. Program in (Dept) _____, effective (Term) _____.
(Signature of ***New*** Ph.D. Advisor required below.)

❑ Request admission from Unclassified status to degree program in (Dept): _____. Degree Level: ❑ Master's ❑ Ph.D.
(Note: A letter of recommendation from one faculty member must be attached.)

❑ Request for **Leave of Absence (LOA)** from the School of Engineering & Applied Science. (PhD students on dissertation are NOT permitted.)
(Notes: LOA may only be granted for up to two years, after which student must reapply for admission. All courses must be dropped for the term of LOA.) Reinstatement dependent upon departmental and SEAS approval.

❑ Request **Withdrawal** from the School of Engineering & Applied Science. (PhD students on dissertation are NOT permitted.)
(Note: All courses must be dropped for the term of Withdrawal.) Reinstatement dependent upon departmental and SEAS approval.

❑ **Other.** Please concisely state your request: _____

Please provide a brief and concise explanation of your request for LOA, Withdrawal, or Other. (You may use the back of this petition for more space if needed):

Signed (Petitioner): _____

Faculty Advisor Approval _____ Date _____

Graduate Group Chair Approval _____ Date _____

Petition Decision: ❑ **Approved** ❑ **Disapproved** _____

_____ Date _____
Dr. Norman Badler, Associate Dean for Academic Affairs