

PETITION FOR ACTION (GRADUATE)
SCHOOL OF ENGINEERING AND APPLIED SCIENCE
University of Pennsylvania

Date of Petition _____

Name of Petitioner: _____ PENN ID #: _____

Email: _____

Department: _____ Name of Faculty Advisor: _____

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

Request for **Leave of Absence (LOA)** from the School of Engineering & Applied Science.

(PhD students on dissertation are NOT permitted except for documented medical or military reasons.)

(Notes: LOA may only be granted for up to two years, after which student must reapply for admission. All coursed must be dropped for the term of LOA.) Reinstatement dependent upon departmental and SEAS approval.

Request **Withdrawal** from the School of Engineering & Applied Science and the University of Pennsylvania.

(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 attach an addendum to this petition for more space if needed)*

Signed (Petitioner): _____

(Please submit to your department for Advisor and Chair signatures)

Faculty Advisor Approval _____ Date _____

Graduate Group Chair Approval _____ Date _____

Petition Decision: **Approved** **Disapproved**

Deputy Dean for Education Date _____