

# PETITION FOR ACTION (UNDERGRADUATE)

## SCHOOL OF ENGINEERING AND APPLIED SCIENCE University of Pennsylvania

**Instructions to the Petitioner:** This Petition should be used to seek an exception to the School's academic rules, regulations, or curriculum requirements as described in the Student Handbook. You must attach a completed, up-to-date CPG if you are seeking an exception to a Curriculum Requirement and provide syllabi. You **must** discuss your petition request with your Faculty Advisor and obtain your advisor's signature.

*NOTE:* Students in single degree programs should address their petitions to their schools. Dual- and joint-degree students should address their petitions for degree requirement exceptions to the school(s) whose degree requirements are affected; in some cases, a petition to both schools will be required. All other petitions for exceptions (e.g. late drop, late add, late withdrawal, late change of grade type) should be submitted to the home school.

**Turn in your Petition to your department's Undergraduate Coordinator**, who will ensure that your petition will be reviewed by your Undergraduate Curriculum Chair. The departmental Undergraduate Coordinator will deliver your signed petition to the Office of Research and Academic Services' Committee for a decision. Petitions are due by Tuesday at noon in 109 Towne or they will be considered the following week.

Date of Petition \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email: \_\_\_\_\_ Tel Number: \_\_\_\_\_

Major: \_\_\_\_\_ Name of Faculty Advisor: \_\_\_\_\_

**IF RELEVANT, Term in which this petition will impact:**    Fall                      Spring                      Summer                      **Year:** \_\_\_\_\_

**Please concisely state your request (only ONE request per petition):**

**Please provide a brief and concise explanation of your request** (you may attach an additional page for more space if needed):

Signed (Petitioner): \_\_\_\_\_

**Faculty Advisor:** I have discussed this petition request with the above named student, and I have no objection to the request.  
COMMENTS:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Undergraduate Curriculum Chair:** I have reviewed this petition and have no objection to the request.  
COMMENTS:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by the faculty advisor and undergraduate curriculum chair in no way guarantees approval by the petition committee.**

**Petition Committee Decision:**     Approved                       Disapproved                       Defer (More Info Needed)                       No Action Required  
COMMENTS:

Signed (For the committee): \_\_\_\_\_ Date: \_\_\_\_\_