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. You **must** attach a completed, up-to-date CPG if you are seeking an exception to a Curriculum Requirement. 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.

* ISB students should address their petitions for degree requirement exceptions to the ISB program office.

Turn in your Petition to your department's Undergraduate Assistant, who will ensure that your petition will be reviewed by your Undergraduate Curriculum Chair. The departmental Undergraduate Assistant will deliver your signed petition to the Office of Academic Programs' Petition Committee for a decision.

Date of Petition _____

Name of Petitioner: _____ SID Num: _____

Email: _____ Tel Num: _____

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 use the back of this petition 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: _____

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

Signed (For the Committee): _____ Date: _____

SRS Action _____ Fin Action _____ Email Stu _____ Updated 11/99