The Pennsylvania State University

University Faculty Senate Petition Cover Sheet

101 Kern Graduate Building, University Park, PA 16802
Phone: (814) 863-0221 ● Fax: (814) 863-6012

NOTE: This form is to be used by Advisors/Deans for ALL student petitions.

DATE: _____

FROM: Advisor/Dean: _____ College/Campus: _____

Phone No: _____ E-mail: _____

STUDENT INFORMATION

Student Name: _____ Student ID: _____

Local Address: _____ E-mail: _____

_____ Phone No: _____

TYPE OF PETITION: **SEMESTER/COURSES**

- ☐ Withdrawal _____
  - ❑ student aid implications
- ☐ Late Drop _____
  - ❑ student aid implications
  - ❑ late drop credits exceeded
- ☐ Late Add _____
- ☐ Late Registration _____
- ☐ Grade Change _____
- ☐ Other: _____ _____

☐ Trauma? ☐ Non-Degree Conditional Student? ☐ Distance Education?

COLLEGE/CAMPUS SUPPORT:

- ☐ Support
- ☐ Strongly Support
- ☐ Do Not Support
- ☐ Neutral

Comments: _____

_____

_____

SUPPORTING DOCUMENTATION:

- ☐ Signed Student Request Letter
- ☐ Support Letter(s) (Advisor/Faculty)
- ☐ University Forms (Late Drop/Add; Withdrawal; Late Registration)
- ☐ Receipts
- ☐ Scheduled Courses
- ☐ Medical Statements
- ☐ Current Transcript
- ☐ Grade Change Form(s)
- ☐ Other

I have____ have not_____ discussed this petition with the student.

Advisor/Dean Signature: _____

Please attach to supporting documents and send to 101 Kern Graduate Building, University Park.