

College of Agricultural Sciences
Office for Undergraduate Education
INSTRUCTIONS FOR FILING FACULTY SENATE PETITIONS

Students are responsible for preparing the student request letter, obtaining all supporting documents, university forms, transcripts and relevant registration records as described below. **Complete** packets should be delivered to the Office for Undergraduate Education, Attn: K. Pletcher, 101 Agricultural Administration Bldg., University Park, PA 16802. Incomplete packets will not be accepted. The Associate Dean for Undergraduate Education will review, provide a recommendation, and forward all materials to the Faculty Senate for their review. **There are no set meeting dates...petitions will be reviewed as they are received in the Senate Office.** Please discuss your intent to file a petition to the Faculty Senate with your academic advisor.

Effective 2006, Retroactive Registration requests do not require a petition to the Faculty Senate. These requests are handled through the Registrar's Office. http://www.registrar.psu.edu/registration/retroactive_registration.cfm

Each petition must contain the following information and forms:

1. **Student Letter** (signed and dated). The student should prepare a brief, factual letter with strong documented justifications that warrant your request (see [sample letters](#)) addressed to *The Senate Committee on Undergraduate Education* and also includes the following:
 - Date the petition is submitted
 - PSU ID number
 - Current address
 - Current phone number
 - E-mail address
 - Clear statement of the requested action
 - Description of the conditions that warrant an exception, and
 - The reason University policy and/or procedure could not be followed (see [Examples of Appropriate and Inappropriate Requests](#)).
2. **Letter of support from advisor (or College faculty member)** with their level of support indicated.
3. **Memo(s) from student's instructors** (if necessary) involved in each request describing the situation.
4. **Medical Documentation** - If the petition involves illness, medical disorders, etc., the student must provide medical documentation from the attending physician. This documentation should indicate the severity of the condition and what effect this had on the circumstances described in the petition.
5. **Other Documentation** (as needed) – Some examples are statements from a counselor or student financial aid adviser, court records, hospital records, newspaper articles, and documents from the appropriate academic, administrative, or advising unit.
6. **Supporting University Forms:**
 - A. **Transcript.** An up-to-date unofficial transcript is required with each petition. Transcripts can be obtained from the student's advisor.
 - B. Depending on the nature of the request, the following forms may be required:
 1. **Registration Adjustment (Add/Drop) Form** (required in such cases as: retroactive drop/add, request to exceed late drop credit limit, etc.) with appropriate signatures.
 2. **Withdrawal Form** with appropriate signatures.
 3. **Grade Change Authorization Form** with appropriate signatures.

**See Checklist on Page 2 before submitting your petition packet to the
Office for Undergraduate Education – Attn: K. Pletcher – 101 Ag Adm Bldg.**

Check List:

- | | |
|---|---|
| <input type="checkbox"/> Student Letter – dated & signed | <input type="checkbox"/> Transcript – current |
| <input type="checkbox"/> Advisor Letter – dated & signed | <input type="checkbox"/> Medical Documentation (for petitions involving medical issues) |
| <input type="checkbox"/> Instructor Letter(s) – <i>if needed</i> - dated & signed | |
| <input type="checkbox"/> University Form(s): | <input type="checkbox"/> Other Documentation |
| <input type="checkbox"/> Registration Adjustment (Add/Drop) Form | |
| <input type="checkbox"/> Withdrawal Form | |
| <input type="checkbox"/> Grade Change Authorization | |

"Trauma Drop":

At University Park, if a student has been a victim of a violent crime (e.g., rape or physical abuse) and would like to petition to retroactively drop classes or withdraw from a semester for reasons related to the crime, a trauma drop/withdrawal is initiated by the student in consultation with the following appropriate people:

If the student has not met with a counselor at the Center for Counseling and Psychological Services (CAPS), the student should consult with The Director at the Center for Women Students, 204 Boucke Building, 814-863-2027.

If the student has met with a CAPS counselor, the student should consult with the Crisis Coordinator, or CAPS Director, 221 Ritenour Building, 814-863-0395.