

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

Please discuss your intent to file a petition to the Faculty Senate with your academic advisor. Students are responsible for preparing the request letter, obtaining all supporting documents, university forms, transcripts and relevant registration records as described below. **Incomplete packets will not be accepted.**

**Complete packets** should be delivered to: Office for Undergraduate Education, Attn: K. Pletcher,  
101 Agricultural Administration Bldg., University Park, PA 16802

The Associate Dean for Undergraduate Education provides the cover sheet, reviews the packet, provides a recommendation, and signs and forwards all materials to the Faculty Senate for their review. There are no set meeting dates, student petitions are reviewed as they are received in the Faculty Senate Office. Processing your petition will take **at least 3 weeks** from the date you submit it to this office. The Faculty Senate Office will notify you of their decision via a letter sent to the address you provided.

### **Each petition must contain the following information and forms:**

1. **Student Letter** (signed and dated). The student should prepare a brief and factual letter with strong documented justifications that warrant the request addressed to: *The Senate Committee on Undergraduate Education*.

#### **Student letter must also include the following:**

Date the petition was submitted	PSU ID number
Current address	Current phone number
Clear statement of the requested action	E-mail address
Description of the conditions that warrant an exception and the reason	
University policy and/or procedure could not be followed	

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) examples; statements from a counselor or student financial aid adviser, court records, hospital records, newspaper articles, documents from appropriate academic, administrative, or advising unit.
6. If the petition is for retroactive withdrawal, an additional Student Aid Office form must be completed and added to the packet (even if a student is not receiving aid):
  - Domestic students** must complete the [Student Aid Review for Retroactive Withdrawal](#)
  - International students** must complete the [International Student Form for Retroactive Withdrawal](#)
7. **Supporting University Forms:** \*These forms are available at <http://www.registrar.psu.edu/> under Student Forms
  - A. **Transcript.** A current unofficial transcript is required with each petition (printed from ISIS is preferred). *A transcript from ISIS can be obtained from the student's advisor or department office.*
  - 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.

**Students may not late drop or retroactively drop a class where there is an academic integrity issue in process**

    2. **\*Withdrawal Form** with appropriate signatures.
    3. **Grade Change Authorization Form** (these forms are not handled by the student but are initiated by the department in which the course was offered and forwarded to K. Pletcher to include in packet)
8. **Completed Checklist** for type of petition being submitted. See Faculty Senate website for appropriate check sheet: (<http://senate.psu.edu/students/petitions/>)

*Use the Checklist on Page 2 as you prepare your petition packet for submission to the  
Office for Undergraduate Education – Attn: K. Pletcher – 101 Ag Adm Bldg.*

**Preparation Check List for your Faculty Senate Petition:**

- Student Letter – dated & signed
  - Transcript – current (printed from ISIS)
  - Advisor Letter – dated & signed
  - Medical Documentation (for petitions involving medical issues)
  - Instructor Letter(s) – *if needed*- dated & signed
  - University Form(s) as needed:
  - Other Documentation
    - Registration Adjustment (Add/Drop\*) Form (available at: <http://www.registrar.psu.edu/>)
- \*Students may not late drop or retroactively late drop a class where there is an academic integrity issue in process*
- Withdrawal Form (available at: <http://www.registrar.psu.edu/>)
  - Grade Change Authorization (department handles)
  - Student Aid Office Review form (if request is for retroactive withdrawal (see #6 in instructions)
  - Completed Checklist for type of petition being submitted (<http://senate.psu.edu/students/petitions/>)

**Submit your completed packet to:** Office for UG Education, Attn. K. Pletcher, 101 Ag Adm. Bldg., for Associate Dean review and submission to the Faculty Senate.

**Allow a minimum of 3 weeks for a decision memo  
to be sent to the address you provided in your letter**

**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, 501 Student Health Center, 814-863-0395.