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.  

**Note:** The Faculty Senate committee does not grant petitions automatically. If you have strong justification for your request (documentation is also preferred), petitions can be granted for unusual circumstances that are beyond a student's control. Petitions are not acceptable if the justification is just to raise your GPA.  

See [https://senate.psu.edu/students/petitions/](https://senate.psu.edu/students/petitions/) for additional information and FAQs.

Students are responsible for preparing the packet by obtaining all the 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 will review the packet for completeness and provides a recommendation and then forwards all materials to the Faculty Senate for their review. There are no set Faculty Senate meeting dates for reviews, 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 (average is 4-5 weeks). The Faculty Senate Office will notify you of their decision via email. Please allow **another 2-3 weeks** (after the decision) for the Registrar to update your student record.

Each petition must contain the following information and forms:

1. **Student Letter** - student prepares their letter (via this [petition letter link](#) ) - that will require them to provide:
   - Clear statement of the requested action with all the justifications that warrant the request
   - Description of the conditions that warrants an exception and the reason why the University policy and/or procedure could not be followed or completed by the deadline
   - PSU ID number and email
   - Current address and phone number

2. **Letter of support from their advisor (or a College faculty member)** with their level of support indicated.

3. **Medical Documentation** - If the petition involves illness, medical or mental disorders, etc., the student must provide medical documentation from their physician or professional (on letterhead and with signature). This documentation should indicate the severity of the condition and what effect this had on the circumstances described in the petition.

4. **Other Supporting Documentation examples** *(as needed depending on the nature of the request)*:
   - statements from a counselor, court records, hospital records, newspaper articles, documents from appropriate academic, administrative, or advising unit. Letters from student's instructors involved in each request describing the situation

5. **Transcript** - A current unofficial transcript is required with each request.

6. **Supporting University Forms:** (available at [http://www.registrar.psu.edu/](http://www.registrar.psu.edu/) under Student Forms)
   - Depending on the nature of the request, the following forms may be required for your petition request:
     - **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
     - **Withdrawal Form** with appropriate signatures.
     - **Grade Change Authorization Form** - these forms are not available online and are not handled by the student, but the student is to request that forms be completed by the department in which the course was offered and the dept. will then forward them to K. Pletcher to include in packet.

7. If the petition is for **Retroactive Withdrawal**, an additional **Student Aid Office form** must be **completed** and added to the petition (even if a student is not receiving aid). A completed form requires student to meet with Student Aid office member and get their signature on the Student Aid form before submitting it with their packet.

   **Domestic students** must complete the [Student Aid Review for Retroactive Withdrawal](#)
   **International students** must complete the [International Student Form for Retroactive Withdrawal](#)

   **Note:** International students MUST consult with both DISSA & DGOL offices even if they don’t check box at the top with their signature.

**Completed Checklist** - Students should use a checklist to prepare their type of petition being submitted. See the Faculty Senate website for the appropriate check sheet: ([http://senate.psu.edu/students/petitions/](http://senate.psu.edu/students/petitions/))