

PETITION FOR ACTION (UNDERGRADUATE) Spring 2020 ONLY

**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 as described in the Student Handbook. You must attach a completed, up-to-date CPG if you are seeking an exception to a Curriculum Requirement and provide syllabi.

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.

In compliance with changes to University operation in response to the COVID-19, petition requests can be submitted directly to petition@seas.upenn.edu with all required documentation for the Spring 2020 semester only. Your department will be consulted as appropriate, in the review of your petition. The Petition Committee will notify students of their decision via email. Petitions are due by Tuesday at noon or they will be considered the following week.

Date of Petition _____

Name of Petitioner: _____ Student ID Number: _____

Email: _____ Tel Number: _____

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 attach an additional page for more space if needed):

Signed (Petitioner): _____

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

Signed (For the committee): _____ Date: _____